



**RGHSS Internal Funding:
"Making Connections" Travel Fund
Application**

Name:

Rank:

KSU ID:

Email:

Chair/Director:

Project Title:

Target Sponsor (Name of Organization):

Target Sponsor (Contact Name/Title):

Target Sponsor (Contact Address):

Target Sponsor (Contact Phone):

Anticipated Departure Date:

Anticipated Return Date:

Total Amount Requested =

- Flight Estimate =

- Lodging Estimate =

- Meals Estimate =

- Other (explain) =

Submission Checklist

Destination is the sponsor's national or regional headquarters:

Destination is a conference, workshop, or other location:

The letter of intent or pre-proposal is attached:

An appointment with the sponsor has been scheduled and is attached:

Airfare is coach/economy and will be purchased at least 21 days in advance:

Lodging and meals are within guidelines set by USG: