Horticulture Undergraduate Travel Award

Purpose:

The purpose of the Horticulture Undergraduate Travel Award is to provide financial support for students participating in conferences and other professional development activities. Funds should be used to cover expenses related to travel, registration, and meals associated with a professional activity. Travel award requests will only be accepted and reviewed by the Horticulture Curriculum Committee three times a year, independent of conference schedules, so please plan well in advance for any conference the student may wish to attend. See below for deadlines.

Eligibility:

- Student must be a current undergraduate Horticulture major (Graduating seniors may apply if attending a conference during the summer directly after their graduation) and must have a minimum GPA of 2.5 with no incompletes.
- The event that the student is attending must be related to Horticulture.

*Preference for funding will be given to students who are presenting an oral session, a poster session, or who are first time conference attendees. However, all students traveling for conferences attendance or professional development are encouraged to apply.

*Funding for student travel to conferences and/or professional development activities will be paid up to 50% of total expenses (e.g. If a conference is $500, the committee may award the student up to $250 with the student paying the remainder).

Application Process:

1. Complete the Horticulture Undergraduate Travel Award Application Form and submit to Kathryn Jones in 386 Horticulture by the deadlines listed below.
2. Attach registration information about the conference that includes: conference brochure, location, dates, and conference registration fee.
3. After returning from the conference, the recipient must share with the UW-Madison Horticultural community what they learned at the conference. Opportunities for this may include one or more of the options below:
   a. Give a presentation about what they learned at the conference to the Hort Club, at a departmental seminar, or in a Horticulture course
   b. Create and develop a video
   c. Write and post an article for the horticulture website
   d. Create a poster that can be displayed in the building
   e. Or another proposed idea not listed here

*Regardless of which of the above options is chosen, the student's project must be pre-approved by the Horticulture Curriculum Committee BEFORE the actual conference. All receipts and an expense log must be completed after the conference before any reimbursement of travel funds is given to the student.

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<tr>
<th>Travel Award Application Deadline</th>
<th>Travel Award Notification</th>
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<tbody>
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<td>November 15th</td>
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Undergraduate Horticulture Travel Award Preapproval Application Form (must be typed)

Name:
Campus ID:
E-mail:
Phone:
Local Mailing Address:

1) Name, location (city and state), dates, registration fee and description of conference:

2) Brief description of the professional benefits associated with conference attendance, i.e. Why do you think it is important that you attend this conference? (attach a separate sheet if necessary):

3) Description of proposed educational activity that you will provide to the UW-Madison Horticulture community upon return from the conference (see #3 in application process):

4) What will be your role at the conference (please circle one):
   - Oral presenter: (give title of your talk)
   - Poster presenter: (give title of your poster)
   - First time attendee
   - Leadership position: (please describe)
   - Conference attendee only

5) Please attach the following information regarding the conference to this application:
   - Conference brochure with conference name, location (city and state) and dates
Registration fee for conference

Proposed conference budget (see attached Expense Log) for meals, lodging, travel mileage, etc.

*Students should submit all final receipts and final expense log within 3 weeks of attending the conference.

I certify that the above information is true. If I am not able to attend or present as planned, I will notify the Department of Horticulture immediately before the conference. Upon return I will provide proof of attendance (e.g., conference registration confirmation receipt) and will present what I have learned to the UW-Madison Horticulture community.

Student: _________________________________

Date: _________________________________
## Undergraduate Student Conference Expense Log

**Traveler's Name:** ____________________________  
**Address:** ____________________________________

**Date of Departure:** ____________________________  
**Date of Return:** ______________________________

**Time of Departure:** ____________________________  
**Time Arrived at Destination:** ____________________

**Address Departed from:** ________________________  
**Address Returning to:** __________________________

**City, State:** ____________________________  
**City, State:** ______________________________

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<tr>
<th>Expense Date</th>
<th>Expense Location</th>
<th>Comment</th>
<th>Personal Vehicle Miles*</th>
<th>Rate</th>
<th>Mileage (Miles x Rate)</th>
<th>Tolls</th>
<th>Parking</th>
<th>Airfare</th>
<th>Taxi, Bus, Shuttle Fare</th>
<th>Breakfast**</th>
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**Column Totals:**  
* Mileage (Miles x Rate)  
** Meal maximums (including tax & tip): $8 Breakfast; $10 Lunch; $20 dinner. Allowable meals are subject to time of travel.

* Per UW policy, mileage is based on the most direct route unless justification is provided.

**TOTAL:** $ ________

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*Complete, sign, and forward within 10 days of travel with receipts by e-mail, fax, or USPS to:*

**Mailing Address:** Kathryn Jones, Student Coordinator, UW-Madison Dept of Horticulture, 1575 Linden Dr, Madison WI 53706-1514

**Email:** kjones26@wisc.edu  
**Phone:** 608.807.7391  
**Fax:** 608.262.4743