

Carolyn Kay Marquardt Travel Award
University of Puget Sound
To be submitted to Associate Dean Sunil Kukreja, in care of
the Office of Associate Deans, Jones 212, CMB 1020
Due by March 15th

Name _____ UPSID _____

Email _____ Phone _____

Faculty advisor _____

Country of travel _____

Travel dates: From _____ To _____

Total requested \$ _____

The University of Puget Sound does not support travel to countries with high safety and health risks. For further details please review the [Travel Abroad Policy for High Risk Areas](#).

Faculty advisor approval

As the faculty advisor, I approve this student's application, including the proposed budget.

Advisor's signature

Date

Attach all application materials and submit one copy of the complete application, by March 15th, to Associate Dean Sunil Kukreja, Office of Associate Deans, Jones 212, CMB 1020.

As the student applicant, I agree to provide the required travel grant reports. I understand that failure to do so will result in cancellation of the grant.

If selected for an award, I understand that my name, travel report, advisor's name, and academic major may be released to newspapers or individuals in connection with university communications about the study abroad program.

Student signature

Date

Application Guidelines

All materials should be submitted to Associate Dean Sunil Kukreja, Office of Associate Deans, Jones 212, by March 15. Complete applications should include the following items:

- 1. *Application form*** with all signatures requested.
- 2. *Travel description*** (no more than 2 pages), including the following:
 - a. *Travel rationale and background.* Provide background on your reason for travel to your destination country.
 - b. *Relevance to applicant's goals.* Briefly describe the value of this travel opportunity to your educational and/or professional goals.
- 3. *Budget.*** Please prepare a budget. The proposed budget may include airfare, train fare, ground transportation, lodging, food, and incidental expenses such as museum fees.
- 5. *Letter of support*** from your faculty advisor. The letter should address the student's interest in travel, and the accuracy of the proposed budget.