Applications & Deadlines

• Deadlines to submit travel grants:
  • November 1 – deadline for winter break and spring travel
  • December 15 – deadline for 4th years to apply for remaining funds
  • February 1 – deadline for travel starting in May
  • March 1 – deadline for travel starting in June/July
  • June 15 – deadline for fall travel
  • Conference/research grants: 2 months before conference or project

• Why the deadlines?
  • To get your funding enough in advance of your program to pay your travel/program expenses

• If your grant app will be submitted late, please submit a Deadline Extension Request Form (on Google forms now!)
Applications & Deadlines

• One grant application for all types of travel
  • Fellows Travel-Study Grant App page
  • Ramsey Travel-Study Grant App page

• You must set an appointment with Emily to submit your travel/study grant and supporting documents.
  • …Ideally, these appointments happen before the deadline.
  • This is because Emily has to process additional paperwork based on your grant app
Register your travel with OIE (UGA’s Office of International Education)

• If you’re traveling internationally (whether it’s through UGA or not, even if it’s not for credit), you MUST register your travel through OIE’s GoAbroad Portal
  • Student Travel Registration (choose Undergraduate, even if you’re pursuing a joint bachelor’s/master’s)
  • Your funding CANNOT be processed until you fill out the travel registry!

• OIE wants to help! Explore programs in the GoAbroad Portal, attend their Education Abroad 101 Session, and join their Students Interested in Studying Abroad Listserv
2 ways to get your money:

**Advance**
- Must do as advance if you have student loans or receive the Pell Grant (scholarship will cancel/reduce loans & Pell)
- Must fill out additional form: Promissory Note
- Money comes as a check from the Foundation
- You MUST keep all receipts and submit them at the end of travel

**Scholarship**
- Money comes through Student Accounts as direct deposit or check mailed to your permanent address
- Must be enrolled full-time (12 hours) – summer travel grants get put through for spring, underlining the importance of the February 1/March 1 deadlines
- Do not have to submit receipts
Travel Insurance

• Already covered by most UGA or group travel programs
• If traveling individually, you MUST purchase travel insurance
  • Even if your personal insurance covers travel
  • If you go before or stay after a program, you must get supplemental coverage
• $1.29/day; purchase coverage online
  • More info about the excellent CISI coverage
  • Enrollment instructions
• Must have proof of insurance enrollment in order to get FFR funds
• You can recoup this money by including it in your budget in the travel grant
Supporting Documents

• Any money you ask for on your Budget page, you have to provide printed justification for
  
  • Program fee: printout from program’s website on cost
  • Airfare: quote from Delta/Kayak etc. with current price
    • (or copy of your ticket/receipt if you’ve already purchased it)
  • Accommodations: hotel quote, dorm price, etc.
  • Visa: embassy’s info with visa cost info
  • Meals: Print out per diem rates for your destination(s)
    • Domestic
    • International
  • Conversion rate: If an expense is given in a foreign currency, provide a conversion rate into USD: http://www.oanda.com/currency/converter/
Supporting Documents

- Must submit Non-Employee Payment form

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The University of Georgia
Accounts Payable
Non-Employee Payment Form

1. Payee Name: Your full name
2. Payee Address: Your permanent address

- University assigned Vendor Number (VN) [leave blank]

- Is Payee a US Citizen or Permanent Resident? [ ] Yes [ ] No
- If no, [ ] click here for requirements

- Is the individual going to receive a fee for services associated with this visit? [ ] Yes [ ] No

- Is this individual currently enrolled as a student at UGA? [ ] Yes [ ] No
- Why ask this?

- Has the individual been employed by UGA within the last 24 months? [ ] Yes [ ] No
- Why ask this?

- Business Purpose: Foundation Fellows/Ramsey Scholars travel/study grant for Your Name to [intern at Really Awesome Internship] [participate in the UGA Best Study Abroad Program]

Payment Categories (please select all that apply)

- Payment for services rendered (limited to $2499.00 or less for physical services with some exceptions) $___________
- Describe type of service performed

- Reimbursement of valid University expenses incurred
- Dates of travel occurred: departure date - return date
- ______ miles at ______ /mile (click here for current mileage rates) $_______
- ______ days of full per diem $_______
- First day of travel per diem rate $_______
- Last day of travel per diem rate $_______

- Other expenses (receipts required) $___________

- [ ] Reimburse $_______ (automatically totalled)

Signature of Payee: ____________________________

Signature (Dr. Williams signs here) ____________________________ Date ____________________

Services outlined above were purchased in accordance with provisions of the University’s Finance and Administration Policies and Procedures. Additionally, for any reimbursement of travel expenses for non-employees, I certify these expenses are paid in accordance with the University’s non-employee travel reimbursement policy.
When you get home... Travel Reports!

- Due within 90 days
- Fill out on your profile on the Honors Network
- After signing in, click the “view” button by your photo, then go to the Travel-Study Experience tab on the left (see below)

Example of a Travel-Study Report

**Description:**
Cachamal is a non-profit international medicine program located in Riobamba, Ecuador. This program offers an international medicine rotation combined with medical Spanish classes and volunteer opportunities among the indigenous population of the area. I attended the session that started on June 2, 2014 and ended on June 27, 2014. This program includes both clinical preceptorship and medical Spanish. I had the opportunity to shadow physicians from both the general hospital and a small clinic in Riobamba. Many of the patients at the small clinic do not normally have access to a doctor. Aside from shadowing, I also spent about two hours every day during the week in medical Spanish classes. I was taught anatomical vocabulary, medical terminology, procedures, and cultural appropriateness by Spanish professors and instructors from private language schools. The class sizes were capped at about four to five people. We did not have classes on Friday afternoon, so we could use the time to travel.

**Recommendations:**
- Choose at least one rotation in a small clinic. I found it easier to get to know the doctors this way.
- Stay at least one month - You can participate in this program even if you haven’t turned 21 yet by sending Dr. Duchesne an email - You do not need to be proficient in Spanish to participate in this program - Take the time to go to Mount Chimborazo and the Amazon

**Destinations:**
Ecuador

**Program Contact:**
yduchacela@yale.edu

**Program Website:**
http://www.cachamai.com/

Where to add a Travel-Study Report

**Basic Info**

**Academics**

**Foundation Fellows**

**Resume/CV**

**Research Conferences, Publications, Fellowships**

**Research Experience**

**Travel-Study Experience**

**Internships & College Work Experience**

**Gallery**

**Courses**

**Exit Review**

**Add Travel Study Experience**

*Use this tab to document your travel-study experiences. For each travel-study experience you've had, click the "Add Travel-Study Experience" button, fill out the requested information, and then click the "Save" button at the end of the form.

Please note: Asterisks indicate fields which must be completed before the described travel-study experience can be saved.

Once the teaser entry for the travel-study experience appears on this tab, you may click the "Edit" link next to the description if you need to edit any entries.

If you have any photos documenting this travel-study experience, please share them via the Gallery tab.

Entries in these fields will be visible to the Honors Network community. Completion of these fields will help document your experience, contributions and accomplishments as well as increase your opportunities to network with people with matching interests.*