COLLEGE OF CREATIVE STUDIES | TURF APPLICATION

FULL NAME: PERM NO.:

EMAIL: PHONE:

CCS MAJOR:

NAME OF CONFERENCE/EVENT:

DATES OF ATTENDANCE:

CONFERENCE/EVENT LOCATION:

FOR PRESENTATIONS:

☐ I will be presenting a paper, poster or other creative work at the conference, performing, or exhibiting at the event.

☐ I have attached a copy of an abstract of the paper or project being presented.

☐ I have attached a copy of the formal invitation to participate in the conference (or evidence of participation). An email invitation will suffice.

FOR OTHER EVENTS:

☐ I have attached a brief (500 words) essay detailing how attendance at the specific event will impact your academic, professional and/or creative development.

ALL applications MUST include:

☐ I have requested a letter of support or endorsement from my research or project advisor or, if appropriate, CCS Faculty Advisor including an indication of the importance of the conference or event forum.

☐ I have completed the budget form (see following page).

Additional information (optional):

I, the applicant, verify that I have personally completed this application, and am sincerely interested in this opportunity.

I, the applicant, understand that application packets must be complete (including submission of letter of support) before being considered.

X______________________________ ______________
Applicant Signature Date

X______________________________ ______________________________ ______________
Advisor or Research Mentor Signature Advisor or Research Mentor Printed Name Date

FULL NAME: PERM NO.:

MEETING LOCATION AND DATES:

Signed application must be submitted via EMAIL to travel@ccs.ucsb.edu
no later than ONE month prior to the first day of travel.

CCS TURF Application Budget Form

ORIGINATING CITY/STATE/COUNTRY:

DESTINATION CITY/STATE/COUNTRY:

ESTIMATED TRAVEL FUNDS REQUESTED (LIST AS APPROPRIATE)

1	COST OF REGISTRATION (IF APPLICABLE): $		
2	AIRFARE: $		
3	GROUND TRANSPORT (TAXI/UBER/SB AIRBUS): $		
4	TRAIN FARE: $		
5	*PERSONAL VEHICLE:	miles x 70 cents/mile = $	total personal vehicle cost
6	ACCOMODATIONS COST PER NIGHT $ x	no. of nights = $	total housing cost

TOTAL ESTIMATED TRAVEL FUNDS REQUESTED = $

LIST ANY OTHER SOURCES OF SUPPORT AVAILABLE TO YOU:

The rules:

TURF awards are granted to individuals, and reimbursement requests must clearly reflect expenses incurred by the applicant alone. Only expenses explicitly listed in the approved budget will be eligible for reimbursement, up to the maximum award amount. Unused funds will be forfeited, and expenses exceeding the award or not included in the budget will not be reimbursed.

In group travel situations—such as when two people share a hotel room—only one person should include the full cost of the room in their proposed budget, pay for it directly, and request reimbursement. The budget for each student must indicate who is covering the cost of proposed 'shared' expenses, and only the individual who pays should allocate funds toward that item in their budget.

Before spending any TURF grant money or booking travel, recipients must meet with the CCS financial analyst. Travel expenses made without this meeting will not be reimbursed. In some cases, CCS may be able to pay directly for travel costs.

All invoices/receipts must have your name, the amount charged and a balance of zero and/or evidence of payment including the last 4 digits of your debit/credit card to be eligible for reimbursement.

Any purchases made with airline miles or other credit cannot be reimbursed (no exceptions).

Students get reimbursed after their trip is completed. There are other rules/policies governing what can be reimbursed. This is not a definitive list.

*The University's reimbursement rate for the use of a private automobile for University business travel is 70 cents per mile in accordance with the IRS standard mileage rates (subject to change).