



# EBBA Travel Awards

2019

## Guidelines and Application

**Eligibility and Deadlines:** Presenters or council members seeking financial assistance to help defray the costs of attending the annual meeting are eligible to apply for a travel award. Students will be given first priority and council member applications will only be considered if there are no qualified applicants from the presenter category. *Note that this application pertains only to annual meeting travel awards. Research awards are applied for separately.*

Presenters need to have a submitted and accepted abstract for the respective meeting in order to be eligible. This ensures the presenter's commitment to attending the meeting is not solely contingent upon financial support by EBBA. The deadline to apply for a travel award is midnight on March 15<sup>th</sup>.

**Award Value:** At a minimum, awardees will have registration and meal costs waived. Any additional support will vary on a yearly basis, contingent upon available accommodations and annual budget allotments. Depending on the available accommodations at each meeting, the award may also cover room expenses for a maximum of two nights (i.e. Friday and Saturday of the meeting weekend), and depending on the annual budget, there may also be **Up To \$200** available to reimburse transportation/travel expenses.

**Submission Guidelines:** Applications must include the form below, and should include the following:

- Itemized budget sheet : Your budget spreadsheet should be clear and easy to read. Your total expenses may exceed the award amount available, but be sure to include any expenses you are requesting support for. This means your budget sheet should include registration and individual meal costs, as well as, cost of room accommodations and travel expenses if requesting such.
- A short narrative justifying budget : Explain clearly and succinctly why each item on your itemized budget sheet is requested. If requesting travel reimbursement, include why the mode of travel chosen is the best option in the context of your application. Demonstrate that you have adopted the most economic travel approach by describing alternative options and associated costs.

If applying as a presenter, also include:

- Email from the meeting organizer confirming you as a presenter

If applying as a council member, also include:

- Short narrative of the number of years of service, number of annual meetings attended while serving, and any committee(s) you have had active involvement with.

Please email applications or inquiries to Andrea Patterson at <andrea.j.patterson-AT-gmail.com>.

**EBBA TRAVEL GRANT REQUEST**

Please submit electronically by March 15 to Andrea Patterson at:  
andrea.j.patterson-AT-gmail.com

Applicant Name: \_\_\_\_\_

**I am applying for a grant to cover (check all that apply)**

- \_\_\_\_\_ Conference fee and meals
- \_\_\_\_\_ Cost of travel to meeting
- \_\_\_\_\_ Overnight accommodations (maximum of 2 nights)

**Have you received a travel grant from EBBA previously?**

- \_\_\_\_\_ No
- \_\_\_\_\_ Yes (please state details) \_\_\_\_\_

**In the table below, be sure to include any expenses you are requesting support for (e.g. registration, meals, travel, etc.).**

<u>Item #</u>	<u>Description</u>	<u>Source</u>	<u>Quantity</u>	<u>Cost/item</u>	<u>Total Cost</u>	<u>Requested</u>
<i>example</i>	<i>Roundtrip Airfare</i>	<i>Expedia.com</i>	<i>1</i>	<i>\$xxx.xx</i>	<i>\$xxx.xx</i>	<i>\$xxx.xx</i>
1						
2						
3						
4						
5						
6						

**All applicants:** Provide a short narrative justifying your budget. Remember to demonstrate that you have adopted the most economic travel approach by describing alternative options and associated costs.

**Presenters:** A copy of email submission approval from an EBBA board member must accompany this application.

**Council Members:** Provide a short narrative of the number of years of service, number of annual meetings attended while serving, and any committee(s) you have had active involvement with.