**Charles Phelps Taft Research Center**

**at the University of Cincinnati**

**International Conference Travel Grant Application**

Complete both sections below, and be sure to include proof of costs where possible, e.g. screen captures of conference hotel and flight costs.

1. **General Information**
	1. Name:
	2. Department:
	3. Project title:
	4. Conference name:
	5. Location:
	6. Travel Dates:
	7. Conference Dates:
2. **Budget**
	1. Non-local Transportation (flight, bus, etc.):
	2. Registration Fee:
	3. Hotel:
	4. Meals & Incidental Expenses (M&IE) rate for travel destination:
	5. Total of the above (a-d):
	6. Total Amount Requested from Taft**\***:
	7. If you received an International Conference Travel Grant from Taft in the previous fiscal year, please list said grant here.
	8. If you have already or will apply for other grants for this travel, including departmental support, please list that support here.

**\* Note**: Taft will only provide a maximum of $150 per day, for the combination of lodging and M&IE per diem. The total requested take account of this fact.