

Travel Funding Application Guidelines

The following guideline is a list of suggestions that can help you craft an effective travel funding application. Travel funding applications should include the following:

1. One-page personal statement
2. Itemized budget (including travel, airfare, lodging, conference registration (if applicable), and per diem).
3. Supplemental materials (including receipts/screenshots of the budget items listed above).

Personal Statement

For your convenience, this example has been segmented according to the following sections:

1. Explicit mention of the fellowship/opportunity and why you are applying
2. An introduction to your research and service background
3. An introduction and preamble to the research and research question
4. How the fellowship/opportunity will help facilitate your research project

However, when creating your own personal statement, such headings should be removed.

Personal Statement Sample

Jane A. Doe
Personal Statement & Itemized Budget
January 1, 2023

Dear Office of Undergraduate Research (OUR) Travel Funding Committee,

Explicit mention of the fellowship/opportunity and why you are applying:

Please consider my travel funding application to help facilitate my travel to the 2020 Midwest Political Science Association's (MPSA) annual conference. At the conference, my research faculty mentor, Dr. Jane Q. Citizen and I will be presenting a manuscript on economic voting in Australia. As the sole undergraduate student attendee and presenter at MPSA from my department, I will also have the unique opportunity to expand my professional network and demonstrate the academic footprint of UNLV.

An introduction and preamble to the research and research question:

Since entering the political science undergraduate program, my area of concentration has been the various ways in which the economy impacts one's vote calculus. The research that we intend to present at MPSA involves the Australian electorate. This original scholarship evaluates the voting behavior of the Australian voter from a wealth index lens. The Australian electorate is considered to be relatively hyper-partisan in nature. Thus, basing one's vote on the economy is said to be trivial. We contest this notion and demonstrate that not only do Australians rely on the economy to cast their votes; they do so within a wealth-based rationale. In other words, we propose that Australians who own higher risk assets (e.g. stocks, bonds, businesses) are more likely to vote for pro-market political parties than voters who own lower risk assets (e.g. real estate, saving accounts). This research relies on pooled waves of Australian Election Study (AES) data and makes contributions to voter behavior literature in several ways. First, it suggests that Australians are economic voters. Second, it differentiates between the types of economic voters that exist in Australia. Those with an abundance of high-risk assets behave differently than the larger population. Finally, it expands the notion of patrimonial economic voting, or wealth-based voting beyond the European context.

How the fellowship/opportunity will help facilitate your research project:

The facilitation of this research agenda will help UNLV and the political science department increase their academic footprint at MPSA.

An introduction to your research and service background

It will also help progress my academic agenda and deepen my professional contacts. Aside from presenting my research, I intend to attend various conferences on voting behavior and a roundtable on citizen forecasting models of the 2020 US Presidential election. I also have arranged two lunch meetings with scholars in my field to expand my professional network scope.

OUR's financial support will help alleviate costs relating to airfare and lodging. In short, it will make the trip to Chicago possible.

Thank you for your consideration.

Jane A. Doe

Itemized Budget - Conference Travel

Travel Item	Description	Unit Cost	Travel Cost	Amount Requested from OUR
Airfare	Airline fees and taxes (Spirit Airlines ¹)	For 1 adult	\$172	\$172
Lodging	Hotel fees ²	\$159 (excluding taxes)	\$159	\$159
	Hotel taxes	\$28	\$28	\$28
Conference Registration	Registration fee for SPSA conference ³	\$120	\$120	\$0
Per diem (GSA rates)	Food	-	\$60	\$0
Total requested from OUR				\$359
Total amount paid by student (per diem + conference registration)				\$180
Total estimated cost				\$539

¹ Spirit Airlines was chosen because of their competitive rates

² The conference room rate was quite expensive. The conference takes place at the Hilton Palmer House, located in Downtown Chicago. Although cheaper hotel options were available, they required transportation to and from the hotel. Thus, I picked Travelodge since it is relatively cheap and within walking distance of the conference hotel.

³ This is the early-bird discount.

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Supplemental Materials: Airline Ticket from Cheapair.com

Save \$44.18 by selecting this alternate date.

	Frontier Airlines	Fri Apr 17	12:54a LAS	3h 43m Nonstop	06:37a ORD	Fri Apr 17	Select this Departure >	<p>Only 4 tickets left at</p> <p>\$92³⁸ + \$33⁴⁰ (taxes) = \$125⁷⁸</p> <p>Total price per person (incl. taxes & fees)</p> <p>SELECT ></p>
	Frontier Airlines	Sun Apr 19 <small>Alternate date</small>	09:16p ORD	4h 22m Nonstop	11:38p LAS	Sun Apr 19	Select this Return >	
Flight Details v								
	Spirit Airlines	Fri Apr 17	09:00a LAS	7h 59m 1 stop	06:59p ORD	Fri Apr 17	Select this Departure >	<p>Only 4 tickets left at</p> <p>\$144⁹⁶ + \$25⁰⁰ (taxes) = \$169⁹⁶</p> <p>Total price per person (incl. taxes & fees)</p> <p>SELECT ></p>
	Spirit Airlines	Sat Apr 18	05:05p ORD	8h 41m 1 stop	11:46p LAS	Sat Apr 18	Select this Return >	
Flight Details v								
Recommended								
	Spirit Airlines	Fri Apr 17	09:00a LAS	7h 59m 1 stop	06:59p ORD	Fri Apr 17	Select this Departure >	<p>Only 4 tickets left at</p> <p>\$146⁷⁷ + \$25⁰⁰ (taxes) = \$171⁷⁷</p> <p>Total price per person (incl. taxes & fees)</p> <p>SELECT ></p>
	Spirit Airlines	Sat Apr 18	09:00p ORD	4h 06m Nonstop	11:06p LAS	Sat Apr 18	Select this Return >	
Flight Details v								
	Spirit Airlines	Fri Apr 17	08:35p LAS	10h 33m 1 stop	03:08p ⁺¹ ORD	Sat Apr 18	Select this Departure >	<p>Only 4 tickets left at</p> <p>\$146⁷⁷ + \$25⁰⁰ (taxes) = \$171⁷⁷</p> <p>Total price per person (incl. taxes & fees)</p> <p>SELECT ></p>
	Spirit Airlines	Sat Apr 18	09:00p ORD	4h 06m Nonstop	11:06p LAS	Sat Apr 18	Select this Return >	
Flight Details v								
	Spirit Airlines	Fri Apr 17	09:00a LAS	7h 59m 1 stop	06:59p ORD	Fri Apr 17	Select this Departure >	<p>Only 4 tickets left at</p> <p>\$150⁷⁶ + \$25⁰⁰ (taxes) = \$175⁷⁶</p> <p>Total price per person (incl. taxes & fees)</p> <p>SELECT ></p>
	Spirit Airlines	Sat Apr 18	03:40p ORD	17h 31m 1 stop	07:11a ⁺¹ LAS	Sun Apr 19	Select this Return >	
Flight Details v								
	Spirit Airlines	Fri Apr 17	07:38p LAS	3h 33m Nonstop	01:11a ⁺¹ ORD	Sat Apr 18	Select this Departure >	<p>Only 4 tickets left at</p> <p>\$160⁹⁷ + \$25⁰⁰ (taxes) = \$185⁹⁷</p> <p>Total price per person (incl. taxes & fees)</p> <p>SELECT ></p>
	Spirit Airlines	Sat Apr 18	05:05p ORD	8h 41m 1 stop	11:46p LAS	Sat Apr 18	Select this Return >	
Flight Details v								
	Spirit Airlines	Fri Apr 17	08:30a LAS	3h 37m Nonstop	02:07p ORD	Fri Apr 17	Select this Departure >	<p>Only 4 tickets left at</p> <p>\$160⁹⁷ + \$25⁰⁰ (taxes) = \$185⁹⁷</p> <p>Total price per person (incl. taxes & fees)</p> <p>SELECT ></p>
	Spirit Airlines	Sat Apr 18	05:05p ORD	8h 41m 1 stop	11:46p LAS	Sat Apr 18	Select this Return >	
Flight Details v								

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Supplemental Materials: Lodging from Cheapoair.com

Search

Filter by:

Your Budget

\$0 - \$54 per night 2

\$54 - \$108 per night

\$108 - \$162 per night

\$162 - \$217 per night 81

\$217 + per night 97

Popular Filters

Downtown Chicago

Free cancellation 11

Breakfast Included 5

Magnificent Mile 20

Very Good: 8+

Hotels

Chicago Loop 8


Free WiFi 27

Star Rating

2 stars 1

3 stars 11

4 stars 18




Eurostars Magnificent Mile Awesome **9.0**
1,389 reviews

River North, Chicago · [Show on map](#) · 0.9 miles from center · Subway Access

Deluxe Double Room – 1 bed (1 queen)

1 night, 1 adult
\$152
+\$26 taxes and charges

See availability >




Home2 Suites By Hilton Chicago River North Awesome **9.1**
387 reviews

River North, Chicago · [Show on map](#) · 1 miles from center · Subway Access

Queen Studio Suite with Bath Tub - Accessible – 1 bed (1 queen)

1 night, 1 adult
\$154
+\$27 taxes and charges


See availability >



LondonHouse Chicago, Curio Collection by Hilton Awesome **9.2**
961 reviews

Chicago Loop, Chicago · [Show on map](#) · Subway Access

⌚ **You missed it!**
Your dates are popular – we've run out of rooms at this property! Check out more below.




Hampton by Hilton Chicago Downtown West Loop Awesome **9.0**
572 reviews

West Loop, Chicago · [Show on map](#) · 1 miles from center · Subway Access

King Room – 1 bed (1 king)

1 night, 1 adult
\$161
+\$28 taxes and charges

See availability >



Travelodge by Wyndham Downtown Chicago Good **7.3**
1,624 reviews

Chicago Loop, Chicago · [Show on map](#) · 2,950 feet from center · Subway Access


Booked 2 times for your dates in the last 12 hours on our site

Double Room - Non-Smoking – 1 bed (1 full)

1 night, 1 adult
\$159
+\$28 taxes and charges

FREE cancellation
No prepayment needed

See availability >



Hotel Julian Chicago Excellent **8.8**
507 reviews

Chicago Loop, Chicago · [Show on map](#) · 1,150 feet from center · Subway Access

Standard King Room – 1 bed (1 king)

1 night, 1 adult
\$163
+\$45 taxes and charges

See availability >

Supplemental Materials: Per diem (per gsa.gov)




GSA U.S. General Services Administration Per Diem Lookup

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Primary Destination ⁱ	County ⁱ	2019 Oct	Nov	Dec	2020 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Chicago	Cook / Lake	\$229	\$229	\$125	\$125	\$125	\$125	\$218	\$218	\$218	\$218	\$218	\$229

Showing 1 to 1 of 1 entries

 **Meals & Incidentals (M&IE) Breakdown ⁱ**  

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination ⁱ	County ⁱ	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ⁱ
Chicago	Cook / Lake	\$76	\$18	\$19	\$34	\$5	\$57.00

Showing 1 to 1 of 1 entries