

# **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 promarket 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



### <u>Itemized Budget - Conference Travel</u>

Travel Item	Description	Unit Cost	Travel Cost	Amount Requested from OUR
Airfare	Airline fees and taxes (Spirit Airlines <sup>1</sup> )	For 1 adult	\$172	\$172
Lodging	Hotel fees <sup>2</sup>	\$159 (excluding taxes)	\$159	\$159
	Hotel taxes	\$28	\$28	\$28
Conference Registration	Registration fee for SPSA conference <sup>3</sup>	\$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

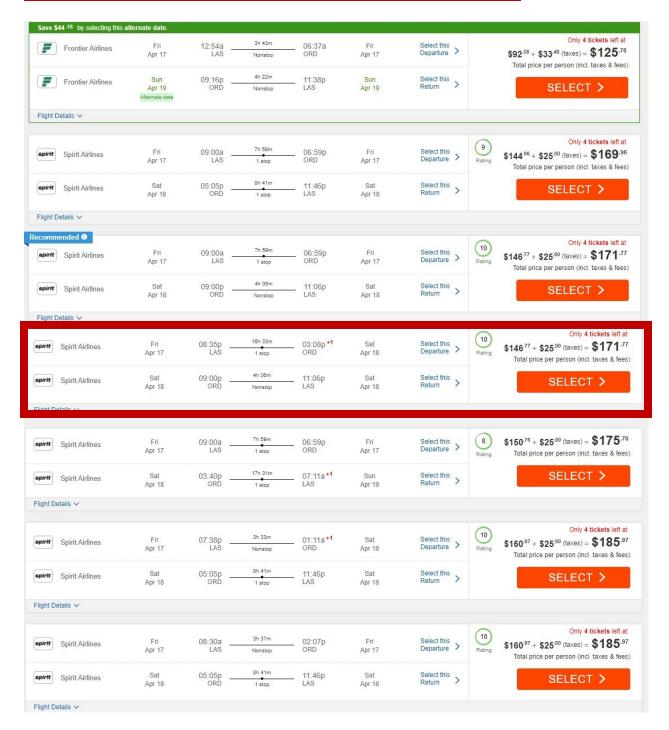
<sup>&</sup>lt;sup>1</sup> Spirit Airlines was chosen because of their competitive rates

<sup>&</sup>lt;sup>2</sup> 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.

<sup>&</sup>lt;sup>3</sup> This is the early-bird discount.

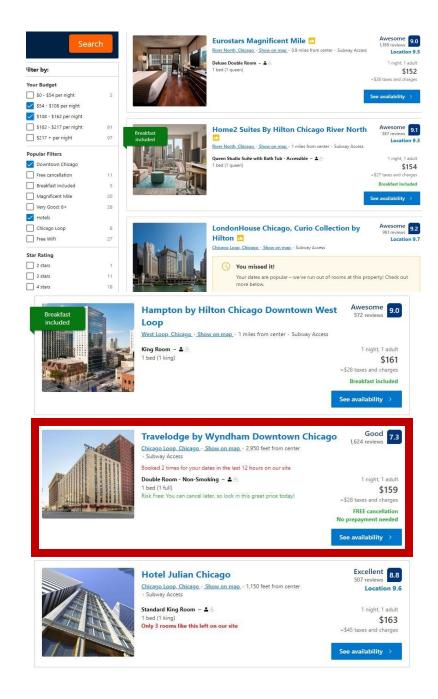


### Supplemental Materials: Airline Ticket from Cheapoair.com





### Supplemental Materials: Lodging from Cheapoair.com





## Supplemental Materials: Per diem (per gsa.gov)

