**TRAVEL AWARD APPLICATION**

The Data Science & Business Analytics Travel Application is intended for use by students currently enrolled in the PSM DSBA program seeking funding from the Graduate Center. **Failure to fill this form out properly may result in late processing or denial.** Please contact Joshua Hertel, PSM Health Informatics Program Director at [jhertel@uncc.edu](mailto:jhertel@uncc.edu) if you require any assistance in filling out this form.

***This form must be turned in at least three weeks before your travel.***

***The application must be typed. Any handwritten forms will not be accepted.***

**INSTRUCTIONS:**

1. **Personal Information: (Required)** Please fill in the requested information. Indicate whether you are an employee of any capacity of UNC Charlotte and which department you are employed through.
2. **Conference Information: (Required)** Please list the name, dates and location of the conference. Indicate your role at the conference by checking the appropriate box. Make sure you clearly explain the significance of the conference to your graduate program. Explain how this travel benefits the UNC Charlotte community.
3. **Expense Information: (Required)** Please list all estimated expenses expected for the conference. Please indicate whether you have received funds from the Health Informatics program for travel this academic year. Indicate whether your travel is being

funded by another source and list their contact information.

1. **Applicant Signature: (Required)** Please sign and date your application.
2. **Advisor Approval: (Required)** Your advisor must complete this section. In case your advisor is not available, you must have approval from graduate program coordinator or from department chair. This ensures that the conference is related to your graduate program.

**CHECK LIST:**

* Whether member of a graduate student organization or at-large
* Applicant’s ID #
* Role at conference
* Applicant’s signature
* Advisor/graduate program coordinator/dept. chair approval
* Graduate student organization treasurer signature (if applying as an Organization Member)
* **Student Travel Agreement:** This form must be filled out completely and turned in with the Travel Application.
* **Conference Itinerary:** Attach a print out of conference brochure, which states the dates and the location of the conference.

**DSBA** Travel Award Application

**Date Received** \_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

**Date Approved**:\_\_\_\_/\_\_\_\_/\_\_\_\_\_

**Approved Amount** \_\_\_\_\_\_\_\_\_\_\_

**Director** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Joshua Hertel, Program Director

Graduate Center

212 Denny

704-687-8763

***Your application is due at least three weeks before your departure data. This form must be typed.***

**A. STUDENT INFORMATION**

Current Graduate Student in Data Science & Business Analytics? yes\_\_\_\_\_ no\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Graduation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a current UNC Charlotte employee? Y\_\_\_\_ N\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. Conference/Symposium Information**

Name of Conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role at Conference:

Significance of the conference to your graduate program:

How will this travel benefit the UNC Charlotte campus community?

**C. Expenses**

Have you been awarded travel funds from the Data Science & Business Analytics program previously during this academic year? (July 1-June 30)

If yes, date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you receiving funding from another source? \_\_\_\_\_\_\_ Amount Received: \_\_\_\_\_\_\_\_\_\_\_

Please list expected expenses for this conference:

Registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Transportation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lodging: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**D. Applicants Signature**

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E. Approval (**Graduate Program Coordinator)

Name of Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit your completed application to:

Joshua Hertel

Denny 212