**Charles Phelps Taft Research Center**

**at the University of Cincinnati**

**Domestic 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. Be sure to include a copy of conference acceptance or invitation, and cost comparisons demonstrating fiscal responsibility for lodging and travel.

1. **General Information**
	1. Name:
	2. Department:
	3. Project title:
	4. Conference name:
	5. Location:
	6. Travel Dates:
	7. Conference Dates:
2. **Budget** (includeevidence **cost comparisons demonstrating fiscal responsibility)**
	1. Non-local Transportation (flight, bus, etc.):
	2. Registration Fee:
	3. Hotel:
	4. Total of the above (a-c):
	5. Total Amount Requested from Taft:
	6. If you have already or will apply for other grants for this travel, including departmental support, please list that support here.