**CAAS Travel Subsidies Application**

**Deadline: June 30, 2023**

CAAS travel subsidies are need-based and are intended to help members with the cost of attending the CAAS Annual Meeting (travel, accommodations, meals and registration). Although any member who wishes to attend and indicates need may apply, the Conference Travel Subsidies Subcommittee of the Program Committee will give priority to members included in the program as presenters, panelists, and presiders. **The maximum subsidy is $600.** As funds are limited, and in order to award as many subsidies as possible, applications may be awarded partial funding. Where possible, applicants should pursue other funding options. If after submitting your application you are awarded ample funds from another source, please notify the Chair of the Subcommittee as soon as possible so that your subsidy can be adjusted accordingly.

**Instructions:** Please type all information on the form below. Save the completed form in a .doc or .docx format, indicating your last name in the file name: e.g., NAME-CAAS-TSApp.doc. Send the file as an email attachment to the Conference Travel Subsidies Subcommittee Chair Stephen Ogumah ([sogumah@gradcenter.cuny.edu](mailto:sogumah@gradcenter.cuny.edu)) and **cc Program Coordinator Konstantinos P. Nikoloutsos (**[**knikolou@sju.edu**](mailto:knikolou@sju.edu)**).**  Applications received after this date will be considered only after all other applications have been processed.Notification of subsidies will be sent on/by **July 31, 2023.**

Recipients are expected to attend the meeting in person and will receive their checks after submitting their receipts to the CAAS Treasurer Henry Bender at the venue where they pick up their registration materials. CAAS Board Officers should not use this form to apply.

**Name:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Institutional Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Status:** ⬜ **Faculty**\* **⬜ Graduate Student** ⬜ **Undergraduate Student** ⬜ **Independent Scholar**

**\*** ⬜ **Elem/Jr. High/Middle/Secondary** ⬜ **College/University: Tenure Track** ⬜ **College/University: Adjunct**

**2023 CAAS Conference Role:** ⬜ **Presenter** ⬜ **Panelist** ⬜ **Presider**

**Title of Paper and/or Name of Panel (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART I. RATIONALE. Describe in detail why CAAS should award you a travel subsidy to the Annual Meeting and what benefits you anticipate from attending the conference. Note: Applications that do not provide a rationale will not be considered.**

**PART II BUDGET. The maximum subsidy is $600. Note: In special cases where transportation expenses are exceptionally high (e.g., for international or out-of-the-region travel), and as funds permit, the committee may consider a supplement to the maximum subsidy.**

**1. Travel. Please indicate expenses as precisely as possible. Estimates should be based upon actual anticipated costs.**

**Total Travel: $\_\_\_\_\_\_\_\_**

**2. Accommodations. Support is limited to two nights. Applicants are strongly encouraged to stay at the official conference hotel, The Inn at Penn, Philadelphia, PA. Group rate at the hotel for single occupancy and for double occupancy per night, taxes included, is $259.00.**

**If you are staying at a different hotel, please indicate which hotel and at what rate you will register. Hotel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rate: \_\_\_\_\_\_\_\_\_**

**Total Accommodations: # Nights x =**

**If you will be parking your car at the conference hotel, you may request support for valet parking for up to two nights at the rate of $21 per night (without leaving and returning during that time).**

**Total Parking: # Nights x =**

**3. Meals. Applicants may request support to attend the official conference meals and reception. Note: Continental breakfast is provided for all registered attendees.**

**Friday Buffet Lunch ($27)**

**Friday Buffet Dinner ($32)**

**Friday Clack Lecture Reception ($18)**

**Saturday Buffet Lunch ($27)**

**Total Meals:**

**4. Registration ($36; $25 [student]):**

**TOTAL EXPENSES:**

**Please indicate other possible sources of funding you are seeking.**



**FOR COMMITTEE USE ONLY**

***Committee decision*** Date:

⬜ Approve ⬜ Disapprove Amount awarded:

Comments: