



Grant Funding Request for Graduate Programs LL.M./S.J.D. Research Students

The Graduate Programs Committee oversees a limited amount of discretionary funds for small individual grants to research graduate students. These funds are meant to support extraordinary research opportunities and activities that are not already available to you within or near the Law School, such as presenting a paper at a conference or undertaking research that cannot be done in Madison. The purpose for which funds are requested must be directly relevant to your research and supported by your advisor. Funding will be granted on a case-by-case basis, at the discretion of the Committee and its Chair.

Submit this Grant Funding Request form as a scanned copy to the Graduate Programs office at GPO@law.wisc.edu at least 6-8 weeks before the event/trip.

Your name:	
Your email address:	
Today's date:	

Event Overview

The total cost of this event must equal the total of all itemized expenses listed on this form. Be sure to double-check all math calculations.

Name of event:	
Total cost of this event:	
Amount requested from the Graduate Programs Committee for this event:	
Provide a link to the event's website (if applicable):	
Location of event:	
Dates of event:	
Dates of departure and return:	

***If you cancel or withdraw from the event for any reason, you need to notify the Graduate Programs Office at GPO@law.wisc.edu AS SOON AS POSSIBLE. The Law School will likely lose any money that it has already paid for the trip. This loss will have a negative impact on your future requests for funding.**

Information to Support the Funding Request

Registration

What is the conference/event registration fee?	
What is the registration deadline?	
If there is an early registration deadline that qualifies for a discount, what is the early deadline and what is the discount?	

Transportation

Fill out the section below for transportation.

Travel by Plane

All plane tickets must be purchased through [Fox World Travel](#) (phone: 920-230-6467). Tickets purchased through any other vendor will **NOT** be reimbursed. You may not use any third-party sites such as AirBnB, HomeAway, Orbitz, or Expedia to book any travel-related expenses.

Students may book plane tickets through Fox World Travel and pay themselves or have Fox World Travel contact Graduate Programs office staff to pay, once the tickets are booked. Graduate Programs office staff may pay only if approval of the request has already been granted by the Graduate Programs Committee. If you plan to attend regardless of the outcome of this application, it is highly recommended that you purchase yourself as early as possible in order to save on costs.

To estimate the cost of tickets, request a cost quote as though you were buying the tickets five weeks in advance. The Graduate Programs Committee will cover tickets that eventually cost more than this estimate if you purchase the tickets at least four weeks before the departure date. If you purchase the tickets fewer than four weeks before departure, then the Law School will not fund the increased ticket price absent extraordinary circumstances.

What is the total cost for plane tickets purchased through Fox World Travel?	
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What is the estimated cost of luggage fees for all travelers? (If carry-on bags are not sufficient, one bag per person is allowed. Remember to include the cost both ways.)	
What is the estimated cost of ground transportation to and from the Madison airport, at the destination, etc.? (This includes bus, taxi, shuttle, subway, etc.)	
What is the total cost of all travel expenses?	

Other Expenses

Estimate all other transportation expenses for which you will request reimbursement for this event (e.g. taxi, Uber, bus, train, etc.). The Law School does not reimburse students for any food or beverages.

Other (be specific):	
Other (be specific):	
What is the total amount of all “other” expenses?	

Lodging

To determine the maximum amount allowed for hotels at U.S. destinations, see <http://www.bussvc.wisc.edu/acct/TEWeb/travel/domesticLodgingMax.html>.

You must make every attempt to book your hotel room(s) at the lowest rate. You may not use any third-party sites such as AirBnB, HomeAway, Orbitz, or Expedia to book any travel-related expenses. You must book lodging directly with the hotel or through Fox World Travel.

Most Wisconsin hotels do not charge room taxes and fees because they accept the University’s tax-exempt number. Wisconsin has sales tax agreements with twenty-one other states. (See the list in the Acknowledgements section of this form). If you are traveling to a state with a sale tax agreement, contact the hotel to find out what documentation the hotel needs in order to provide tax-exempt status. If the state does not have a sale tax agreement with Wisconsin, then contact the hotel to find out what taxes and fees you need to pay in addition to the room rate.

What is the room rate for the hotel? (Include taxes and fees if staying in a state that does not have a Wisconsin sales tax agreement.)	
How many nights will you be staying at the hotel?	

What is the total hotel room cost for the entire event?	
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The total event cost listed on the first page of this form must equal the total of all itemized expenses listed above. Be sure to double-check all math calculations.

Other Sources of Funding

Be sure to make contingency plans in case you do not receive all of the funding you request from various sources or you do not receive it in a timely manner. If the Graduate Programs Committee does not provide all of the funding necessary for your event, then you must get funding from other source(s), reduce the cost of the event, or pay the balance yourself.

<p>From what other sources <u>will you request</u> or <u>have you requested</u> funding for this event?</p> <p>List each possible source of funding and the amount you will request or have requested. List any limitations on use of the funding.</p>	
<p><u>If you have already received funding</u> from other source(s), list each source of funding, the amount it is providing, and any limitations on use of the funding.</p>	

After you submit this form, you must notify the Graduate Programs Office promptly of other funding you receive that may reduce the amount requested from the committee.

Purpose & Educational Value

When deciding among competing funding requests, the committee members look closely at the answers to the following questions.

What is the purpose of this event?	
Describe the educational value of this event. How will this event benefit you and the Law School community?	
If the trip is a conference, will you be participating in the event beyond attending? (e.g. Presenting at the conference? Participating in a panel?) If “yes,” what will you be doing.	

(If you need more room than this table provides, please add a page at the end of this form.)

Advisor Approval

Advisor Name:	
Advisor Signature:	Date:

Acknowledgments

By submitting this form, I acknowledge each of the following University and Law School policies and rules and agree to these policies and rules.

Student Signature:	Date:
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- a. **THE LAW SCHOOL CANNOT SUBMIT REIMBURSEMENTS PAST 60 DAYS FROM THE LAST DAY OF THE TRIP DATE. Please submit all receipts for reimbursement in a timely manner to the Graduate Programs Office at GPO@law.wisc.edu.**
- b. The University prohibits reimbursement of any travel-related expenses purchased through third-party sites such as AirBnB, HomeAway, Orbitz, Expedia, etc.
- c. All airplane tickets must be purchased through Fox World Travel. Please provide the receipt to the Graduate Programs Office after booking via email to GPO@law.wisc.edu.
- d. Event participants must get the original, itemized hotel folios before leaving the hotel. Original check-out folios are required even if the Law School paid for the hotel in advance. An original, itemized check-out folio will list the daily room rate, dates of stay, single/double accommodations, guest name(s), and other room charges.
 - Submit a scanned copy of folios as email attachments to the Graduate Programs Office at GPO@law.wisc.edu within the first week from your return from the trip.
- e. The Law School does not reimburse for hotel costs beyond the room charge for hotels in Wisconsin. The Law School will also pay applicable taxes and fees when you stay in a hotel that does not have a sales tax agreement with Wisconsin.

Wisconsin has sales tax agreements with the following states: Colorado, Florida, Idaho, Illinois, Kansas, Kentucky, Maine, Michigan, Minnesota, Mississippi, Missouri, New Mexico, North Carolina, North Dakota, Ohio, Rhode Island, Tennessee, Utah, Vermont, Virginia, and West Virginia. Please contact hotels in these states to find out what documentation the hotel needs in order to provide tax-exempt status.

- f. The Law School does not reimburse students for any food or beverages.
- g. If the travelers cancel or withdraw from the event for any reason, the Law School will likely lose any money that it has already paid for the trip. This loss will have a negative impact on future requests for funding.