

APPLICATION TO REQUEST SUPPLEMENTAL FUNDING FOR CAPSTONE TRAVEL

Some Capstone projects have travel outside of the New York metropolitan area associated with them. In a number of cases, Capstone clients will finance the costs of travel and accommodations for the team. In other cases, this may not be possible.

Wagner has a pool of money available to supplement **airfare and train travel costs** associated with Capstone projects. These allocations will generally not be large enough to provide full funding for the entire team, but should increase the affordability of travel.

In order to apply for Capstone **airfare and train travel** funding from Wagner, please follow these directions:

1. Select one member of the Capstone team to be the sole point of contact regarding the application for additional funding.
2. Complete both pages of the Capstone Supplemental Travel Funding Application.
3. The selected team member should submit the funding application and budget to their Capstone faculty advisor.
4. The Capstone faculty advisor should review the application and budget. Once the advisor approves and signs the application, submit it to David Schachter.
5. Students will be notified of funding allocations as soon as all teams submit their applications.
6. OCS will provide a document outlining the reimbursement process and travel safety procedures/requirements once funding is granted.

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Capstone Client: _____

Faculty Advisor: _____

Name of each team member and corresponding email address	Is team member planning to travel? (Yes/No)

Total airfare and train expenses (from page 2): \$ _____

Amount (if any) client will contribute
to airfare or train expenses: — \$ _____

Total request for supplemental funding from Capstone: \$ _____

Capstone team representative name: _____

Capstone team representative signature: _____

Faculty advisor name: _____

Faculty advisor signature: _____

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Itemized Airfare and Train Expenses Budget

Please fill in the itemized expenses for your capstone team's budget for airfare and train expenses. If you need to submit your budget on a separate page or document you may do so, but be sure to include the line items below. Even if students on your team are traveling together, please record each student's trip on separate lines. Attach additional pages if necessary, but be sure to include the requested information. Please remember that supplemental travel funding will only cover the cost of airfare or train travel, and will not cover the costs of additional expenses such as meals or hotels.

Name of Student	Departure City and Destination City*	Dates of Travel	Round Trip? (Y/N)	Train or Plane?	Estimated Cost of Ticket
Total Airfare and/or Train Expenses					\$

**Supplemental funding will be based on the cost of round trip air and/or train travel originating from New York City.*

Client contributions: Please answer the following questions regarding expected contributions from the Capstone client organization.

Is the client contributing to the Capstone team's costs? _____

If yes, what types of costs will the client organization cover (e.g. airfare, hotels, ground transportation)?

What is the dollar amount that the client organization will contribute? _____