APPLICATION TO REQUEST SUPPLEMENTAL FUNDING
FOR CAPSTONE TRAVEL

Some Capstone projects have travel outside of the 5 boroughs of New York City 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.
**CAPSTONE SUPPLEMENTAL TRAVEL FUNDING APPLICATION 2012-2013**

* (Page 1 of 2)

Capstone Client: ____________________________________________________________

Faculty Advisor: ____________________________________________________________

<table>
<thead>
<tr>
<th>Name of each team member and corresponding email address</th>
<th>Is team member planning to travel? (Yes/No)</th>
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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: __________________________________________________
CAPSTONE SUPPLEMENTAL TRAVEL FUNDING APPLICATION 2012-2013  
(Page 2 of 2)

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.

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Departure City and Destination City*</th>
<th>Dates of Travel</th>
<th>Round Trip? (Y/N)</th>
<th>Train or Plane?</th>
<th>Estimated Cost of Ticket</th>
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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? ________________