

NURSING STUDENT COUNCIL (NSC)
University of California, San Francisco
School of Nursing

NSC Travel Award
Protocol & Instructions

1. NSC Travel Awards are meant to cover only a portion of a student's expenses incurred while attending or presenting at a conference.
2. Travel Awards are for conference attendance only, not for skills training or other non-conference activities.
3. Only applications that are completed correctly will be considered for an award.
4. No applications or attached items can be returned to the applicant.
5. Deliver application **after** the conference was attended, but no later than 30 days after.
6. Students can only receive one NSC Travel Award per school year.
7. Application Instructions
 - a. Fill out application completely
 - b. Attach these items to the application:
 - i. Proof of conference registration
 - ii. Proof of payment for the conference
 - iii. Conference information, such as a copy of the conference description from a website or brochure
 - iv. Attach copies of receipts that illustrate expenses exceeding \$100 from any or all of these categories: Conference Registration, Transportation (i.e., airfare, rental cars), Lodging, Food.
 - c. Submit application within 30 days after conference attendance to:

Nursing Student Council Travel Award
Nursing Student Council
ATTN: Office of Student Affairs
2 Koret Way, #N-319Y, box 0210SF, CA 94143

- d. You will get an email confirming that the NSC has received your application.
- e. Applications will be reviewed at the end of every quarter.
- f. Applicants will be notified and disbursements will occur at the beginning of the quarter after the application was made.

(Please see Application Form on following page)

NURSING STUDENT COUNCIL (NSC)
University of California, San Francisco
School of Nursing

NSC Travel Award
Application Form

<i>Name (Last, First; please print)</i>	<i>Today's Date</i>
<i>Complete Current Mailing Address</i>	<i>Dates Attended Conference</i>
<i>Telephone Number (with Area Code)</i>	<i>Date First Enrolled at UCSF</i>
<i>Email Address (please distinguish l, L, 0, o, 5, s)</i>	<i>Expected Graduation Date</i>
<i>Specialty Area and Degree Program</i>	
<i>Have you received NSC funding in the past? <input type="checkbox"/> Yes or <input type="checkbox"/> No (check one)</i>	<i>If yes, when?</i>
<i>Please answer the following questions regarding the conference you attended.</i>	
<i>Conference Name</i>	
<i>Conference Location</i>	
<i>Did you present or attend?</i>	
<i>Briefly explain the conference you attended, your purpose in attending, and why the Travel Award will help you.</i>	
Please see Protocol & Instructions page for a list of required attachments and for submitting information.	

(Please see Protocol and Instructions on previous page)