**Please follow instructions carefully in filling out this application. Forward it, along with your advisor’s statement of support, to conference organizers at** olacohio@gmail.com.

1. **Name:**
2. **Current contact Information**

Address:

Telephone:

College/University e-mail:

1. **Permanent contact information, if different from above**

Address:

Telephone:

Personal e-mail:

1. **College/University affiliation:**

Department:

Degree program (Bachelor’s, Master’s, PhD, Professional):

1. **Statement**

Please write below a brief statement describing the contribution this presentation will make to the overall conference theme, and how conference participation will benefit your career preparation.

1. **Advisor’s statement of support.**Ask your academic advisor (or thesis director or other recommender familiar with your work) for a succinct statement of support addressing the merits of your presentation and the ways in which your participation in the conference will benefit your career preparation. **Your advisor may give the statement to you to forward with the application or may send it directly to conference organizers at** olacohio@gmail.com.
2. **Budget Estimate**
3. The travel grant will cover up to $150 of your travel costs to attend OLAC, defined as **transportation, lodging, and registration**. Food is not eligible for reimbursement.
4. The Ohio State University Center for Latin American Studies will reimburse eligible expenditures AFTER the conference.
5. Calculating the transportation cost estimate:
6. If traveling by personal car, the mileage reimbursement rate is currently $.57/mile. Calculate roundtrip mileage using Google Maps or Mapquest, and multiple by .57 to arrive at a transportation cost estimate.
7. If traveling my public transportation, look up the roundtrip fare.
8. Lodging estimate: Research the hotels conference organizers have listed on the conference website. Base your lodging cost estimate on the number of nights you need to stay to participate full-time in the conference. Don’t forget to add taxes and fees.

**Please indicate below your estimated budget to attend OLAC:**

* 1. **Transportation:**
	2. **Lodging:**
	3. **Registration:**

**Please sign and date this application below:**

**Signature: Printed Name: Date:**

**Send the completed travel grant application and your advisor’s statement of support to conference organizers via e-mail at** olacohio@gmail.com.

**Conference organizers at Case Western Reserve University:**

**Dr. Cristián Gómez Olivares (****cgg19@case.edu****)**

**Dr. Damaris Punales–Alpizar (****dxp204@case.edu****)**