

VRA Travel Award Rules and Guidelines

- Eligibility
 - You must be a currently enrolled VRA member to apply for a Travel Award.
 - Upon receiving a Travel Award, you are ineligible to reapply for another one for three years. (Example: if you were awarded one in 2007, you are ineligible to reapply again until 2010). See the list of past award winners if you are unsure of your eligibility.
- Award funds cannot be carried over to the next year. Any funds not spent in the year given must be returned.
- After the conference each applicant must provide proof of all expenditures by submitting receipts to the VRA Treasurer. He/she must also submit a report on conference activities to the Travel Awards Committee Chair for publication in the *Bulletin*.
- Award monies may be used for:
 - Transportation (includes airfare, ground transportation to and from airport, car expenses, train travel, etc.),
 - Conference Registration (including workshop fees)
 - Hotel accommodations
 - Meals (starting from the time you leave for the conference until your return; includes snacks, coffee, etc.)
- Unacceptable uses of award money includes, but is not limited to:
 - Transportation for optional outings
 - Alcohol (in addition, exceptionally expensive dining costs may be questioned – the standard per diem is usually \$50 per day)
 - Personal expenses charged to hotel room (e.g. dry cleaning, long-distance calls)
 - Other optional expenses (souvenirs, books, entrance fees, unusually high transportation costs, etc.)
 - Any costs accrued on days before or after the conference
- If you are unsure about the use of funds, please contact the Chair of the Travel Awards Committee.