



*Florida Section*  
**AIR & WASTE MANAGEMENT**  
A S S O C I A T I O N

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## **Conference Registration & Travel (CRT) Funding Request ~Individual Travel~**

Please Read BEFORE filling out CRT Request:

### **Requirements**

The following are requirements that must be met by an individual in order to be considered for travel funding to an event/conference.

1. Must be a member of A&WMA (student membership information can be found online at [www.flawma.com/students](http://www.flawma.com/students)).
2. Must be enrolled (any level) at an academic institution in the state of Florida for the academic school year that you are planning to travel (course schedule must be provided for each individual as proof and attached with this CRT form).
3. Must complete the Conference Registration & Travel Funding Request (CRT).
4. This form must be submitted no less than 60 days from which an in-state event will be attended. Similarly, these forms must be submitted no less than 90 days from which an out-of-state event will be attended.
5. An individual must carefully explain how their attendance at the event/conference, will benefit the FLA&WMA, along with their respective academic institution on the CRT form.
6. If conducting either a platform or poster presentation and funding is received, the FLA&WMA logo should (if possible) be displayed in the acknowledgements (can be found online at [www.flawma.com/students](http://www.flawma.com/students)).

### **Disbursement Guidelines**

The following are the general funding distribution guidelines broken down hierarchically by the FLA&WMA, depending on the activity that a student will be participating in. The FLA&WMA reserves the right to distribute (or not distribute) funds, regardless of whether a student meets all listed requirements. Changes to this policy may be considered by the FLA&WMA Board of Directors on a case-by-case basis.



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### Conference Registration & Travel Funding Request (CRT)

Event Name: \_\_\_\_\_  
 Travel Dates: \_\_\_\_\_  
 Destination: \_\_\_\_\_  
                     In-state                      Out-of-state

School's Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone # / E-mail: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Purpose of Travel		
Presentation	Poster/Competition	General

#### FUNDING POLICIES: (please read prior to signing funding request)

***Individual Travel***

(1) In-State

- Presentation - \$75.00
- Poster/Design Competition - \$50.00
- General - \$25.00

(2) Out-of-State

- Presentation - \$300.00
- Poster/Design Competition - \$200.00
- General - \$100.00

#### **IMPORTANT NOTICE:**

By signing below I affirm that if I do not travel and monetary support has been provided by FLA&WMA on my behalf, it will be my responsibility to repay the appropriate funds.

*\*\*\*Also, please be sure to attach your current course schedule to this CRT form \*\*\**

I hereby swear and affirm that I understand the above requirements regarding this funding request.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 A&WMA ID Number

### Estimated Travel Expenses

Expenses		Total Cost
<b>Registration:</b>	\$ _____ (cost)	\$ _____
<b>Lodging:</b>	\$ _____ (price per night) x _____ (# of rooms) x _____ (# of nights)	\$ _____
<b>Airfare:</b>	\$ _____ (airfare)	\$ _____
<b>Vehicle:</b>	\$ _____ /mile x _____ (miles) x _____ (# of vehicles) + _____ (rental cost)	\$ _____
<b>Other:</b>		\$ _____
<b>Total</b>		\$ _____

### Requested Travel Expenses

Based on the selected Purpose of Travel, the following amount is being requested: \$

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\*If more monetary support from FLA&WMA would like to be requested, please explain below why it is believed that this is warranted, in addition to the total amount of additional support.

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### Conference Benefits

An individual must carefully explain how their attendance at the subject event/conference, will benefit the FLA&WMA, along with their respective academic institution. Please do so in the area provided below.

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