

VRA Travel Award Rules and Guidelines

- Eligibility
 - You must be a currently enrolled VRA member to apply for a Travel Award. International applicants may apply for an award without being a member. Upon being chosen for an award, the recipient must purchase a membership or use part of their award to become a member of VRA.
 - If you have received a **full** (\$600 to \$1,000) Travel Award in the past three years, you are ineligible to reapply for a **full** award for three years. (Example: if you were awarded one in 2008, you are ineligible to reapply again until 2011).
 - You are eligible to apply for a top-up award if you received a full award in the previous year.
 - You are eligible to apply for a full award if you received a top-up award in the previous year.
 - If you received a top-up award last year you are not eligible to receive a top-up award this year (e.g. if you were awarded a top-up in 2009 you cannot apply for another until 2011)
 - Finally, you are eligible to apply for either a full award and/or top-up award if you have never received a travel award.
 - See the list of past award winners if you are unsure of your eligibility:
<http://www.vraweb.org/about/awards/awardrecipients.html#TravelAward>
- 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 electronically, making a scan of receipts.
- Award recipients may be asked to serve as session notetakers/recorders during the conference; a summary of these notes will be published in the conference proceedings in the VRA *Bulletin* (with credit to recorder).
- 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.)
 - International applicants may apply award money towards purchasing a VRA membership
- Unacceptable use 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.

Updated October 2010