



TEXAS WOMAN'S UNIVERSITY™

ELLevate! Conference Scholarship Application

Please email this form to ellevate@twu.edu or fax it to (940) 898-2962.

APPLICANT INFORMATION	
Full Name:	
Street Address:	
City, ST Zip Code:	
Work Phone:	
School Email Address:	
<i>You must be employed by Denton High School or Braswell High School in the Denton ISD to be eligible for travel funds</i>	
<input type="checkbox"/> Denton High School <input type="checkbox"/> Braswell High School	
Position/Title:	
TRAVEL DETAILS	
Travel Start Date:	Travel End Date:
Name of Event (No abbreviations):	
Location: (Include City, State, Zip):	
Conference Brochure/Schedule website:	
Please select the purpose of your travel:	
<input type="checkbox"/> Attend as paper, poster, panel presenter, or as performer <input type="checkbox"/> Attend as an award recipient <input type="checkbox"/> Attend as a DISD Organization Officer or Student Sponsor	<input type="checkbox"/> Other (Indicate Purpose): <input type="checkbox"/> Attend event/ conferences as general audience
List all authors/presenters in appropriate order:	
Describe your specific role in attending this event/conference and how it will benefit the ELLs in your school. Please be specific about how you plan to share with your campus colleagues the knowledge/skills you acquired (add pages if necessary but do not exceed one paragraph):	

Expenses	
Provide estimated expense amounts	Provide estimated Funding Sources
Airfare or mileage if driving:	Denton ISD:
Hotel (including taxes):	School:
Meal per diem:	Scholarship:
<i>The meal per diem follows federal guidelines. See instructions below for more information.</i>	
Registration/Fees:	Other:
Total Travel Expenses:	Total from Funding Sources:
Total Amount Requested:	
<p>Please note: Awarding of funds is not guaranteed and all funding is subject to internal audit. Applicants who are in Tiers 3 and 4 will be considered first. All travel expenses will be reimbursed up to \$1000 after travel has occurred and the award recipient provides scanned copies of original receipts. Reimbursement will be made through TWU Financial Aid to the awardee's selected refund preference with BankMobile.</p> <p>Awards are subject to modification in the event additional funding sources are provided after an award has been granted.</p>	
Applicant Signature	Principal or Assistant Principal Signature(s)
Applicant Printed Name	Principal or Assistant Principal Printed Name(s)
For Internal Use Only:	

Meal per diem Guidelines

The meal per diem follows federal guidelines. Go to <https://www.gsa.gov/travel/plan-book/per-diem-rates> to look up current per diem rates. Use the Standard Rate if your destination city or county is not listed. The first and last calendar day of travel should be calculated at 75 percent of the daily per diem. (First & Last Day of Travel rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates/meals-and-incidentals-expenses-mie-breakdown>.)

Mileage Guidelines

Use Google maps to determine number of miles. Go to <https://www.gsa.gov> to find the current reimbursement rate per mile for Privately Owned Vehicle (POV) Mileage. Multiply number of miles x rate to determine amount.