**JD Grants Committee 2025-2026**

**Attendance Report for Student Travel Awards**

*Last updated May 20, 2025*

This Attendance Report is due *within one week* after the end of the event. One person should complete this report for the entire group.

**\*\* Email completed attendance report as a Word document**

**to** [**jdgrants@law.wisc.edu**](mailto:jdgrants@law.wisc.edu)**. \*\***

1. **Name of individual, student organization, or co-curricular activity that requested funding for this trip:**
2. **Name of event:**
3. **Date(s) of event:**
4. **Location of event** (city & state)**:**
5. **List names of students who received travel awards and confirm that they attended this event. If a student did not attend, explain the circumstances.** If another student attended as a replacement, provide that student’s name.
6. **Name of person who completed this report** (with email address and phone number) **and date this form was submitted:**
7. **Please provide any feedback you want to share regarding the travel awards process.** For example, did your estimate of trip expenses prove to be reasonably accurate? Did you have expenses that you did not anticipate? Does anyone who went on this trip need to request a supplemental travel award? Did you have any issues with financial aid?
8. **If the Law School paid a registration fee for this event,** please report the amount actually paid *if it was different* from the amount on the funding request form:
9. **If the Law School paid for UW Fleet vehicle(s),** please report the amount that will actually be paid *if it is going to be significantly different* from the amount estimated on the funding request form. “Significantly different” means a difference of at least $50 more or less than the estimate.
10. **If this event was a conference or similar educational event,** then the participants must give a presentation about what they learned at the event. This presentation must be given *within four weeks* of the event. The presentation may be part of a regular meeting of a student organization or co-curricular activity, or it may be a separate meeting or event.

The presentation may be either in-person or virtual. For in-person events, the presentation shall be open to all members of the Law School community. For virtual events, the presentation shall be open to the Law School community to the extent possible.

**Date of the presentation about the conference or similar educational event:**