**JD Grants Committee 2024-2025**

**Request for Supplemental Travel Awards**

*Form for 2024-2025 posted on the JD Grants webpage in June 2024*

A student may request a supplemental travel award only if the total cost of the trip exceeded that student’s original travel award by $25 or more.

Supplemental awards are granted only after the trip is over because the total cost of the trip for each individual cannot be determined before then.

If more than one student on the trip needs a supplemental travel award, please submit the information for all students on a single form.

Expenses covered by supplemental travel awards include:

* transportation between Madison and the event location
* ground transportation in Madison and at the event location
* lodging, including taxes and fees
* other expenses usually funded by the JD Grants Committee (e.g., parking, highway tolls, internet/Wi-Fi access charges for legal research related to the event)

If you are unsure whether an expense is included, please ask. Food and drink are never funded.

**Contact for Questions about Supplemental Travel Awards**

* JD Grants process:
	+ Ryan Poe-Gavlinski, Chair, JD Grants Committee, ryan.poegavlinski@wisc.edu
	+ Mary Ann Polewski, committee member, maryann.polewski@wisc.edu
* Law School travel award administration and payment and UW Bursar’s Office:
	+ Jennifer Gardner-Brokmeier, Law School Accountant, jennifer.gardner@wisc.edu
* Financial aid:
	+ Heidi Johnson, Assistant Director of Scholarships and Financial Aid, heidi.johnson@wisc.edu
* General student organization and co-curricular activity questions:
	+ Carlie Wiseley, Student Life & Engagement Manager, carlie.wiseley@wisc.edu

**\*\* Please delete this instructions page before submitting the form. \*\***

**JD Grants Committee 2024-2025**

**Request for Supplemental Travel Awards**

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**\*\* Email completed funding request form as a Word document**

**to** **jdgrants@law.wisc.edu****. \*\***

**Event Overview**

|  |  |
| --- | --- |
| Name of event: |  |
| If you traveled on behalf of a registered student organization or co-curricular activity, list the group’s name and faculty advisor: |  |
| Dates of departure and return: |   |
| Event location: |  |
| Students who are requesting supplemental travel awards (names and email addresses): |  |
| Name of person who filled out this form (and email address if not listed above): |  |
| Date this form was completed or submitted: |  |

|  |
| --- |
| **Requests for Supplemental Travel Awards** |
| **Students’ names** **in alphabetical order** | **Amount of original travel award** | **Amount spent on approved trip expenses** | **Amount requested for supplemental travel award** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Be sure to double-check all math calculations.**

**Explanation for Supplemental Requests**

Please explain why the supplemental request is needed, including the specific expense(s) that caused the total cost of the trip to exceed the original travel award. (This explanation may be different for different people, depending on who paid for what.)

If an expense is $100 or more than the amount listed on the original Funding Request for Student Travel Awards, please provide documentation for the expense.

The JD Grants Committee reserves the option to request documentation for smaller amounts.