
graduate student travel grant notification

4 messages

Lauren Stark <LStark@collegeart.org>

Mon, Oct 7, 2013 at 2:18 PM

To: "Steinberg, Monica" 

October 7, 2013

Dear Ms. Steinberg:

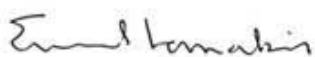
I am pleased to inform you that you have been awarded a CAA Graduate Student Conference Travel Grant in the amount of \$250 to help offset the travel expenses that you will incur attending the 102nd Annual Conference in Chicago. In addition, you will receive a complimentary conference registration. If you have already registered for the conference, please contact Lauren Stark, lstark@collegeart.org, for a refund.

Membership. All travel grant recipients must be members of CAA in good standing. If you have not joined or renewed your membership for 2014, you must do so by January 1, 2014. For information call 212 691-1051, Ext. 1, or email membership@collegeart.org.

Reimbursement. No funds will be released before or during the conference. Travel grants are for travel expenses only—air fare, train fare, transfer between airport and conference site, or automobile mileage and tolls to and from the conference (not for meals, lodging, local transportation, or parking). Travel grant refunds can only be paid as reimbursements for actual tickets (or mileage, if a recipient drives). Please submit original receipts (etickets are acceptable)—not Xerox copies—within 30 days of the conference to: lstark@collegeart.org or Manager of Programs, Re: International Travel Grant RBS, CAA, 50 Broadway, 21st Floor, New York, NY 10004, or fax to Lauren's attention at 212-627-2381. Acceptable documentation includes a flight or rail ticket with the cost of the trip printed on it. You will be reimbursed only up to the amount awarded. The full amount of the grant will be reimbursed only if the cost of travel is equal to or larger than the award. We will process all travel grants within 4 weeks of receipt of your submission.

Thank you for participating in the Annual Conference. I am pleased that CAA has been able to assist you.

Sincerely,



Emmanuel Lemakis

Director of Programs