



GEO Mini-Grant Application

Name: _____

University: _____

Department: _____

Title: _____

Phone: _____

Email: _____

In the space below, please explain your proposed activities, goals and how this mini-grant will be used to help develop or promote GEO program(s) on your campus:

Approval for Faculty

If the mini-grant activities will be conducted by a faculty member, please obtain approval from your campus study abroad office.

Study Abroad Office Rep. Name

Study Abroad Office Rep. Signature

Date



GEO Mini-Grant Report Form

In order to process travel reimbursements upon return (original receipts required), please complete this short post-visit report, scan, and return to dgefinance@uoregon.edu.

Name: _____

University: _____

Phone: _____

Email: _____

Site(s) visited:

Date(s) of visit:

If you visited more than one site, please indicate the specific dates for each site above.

Please share your impression of site location, on-site staff, faculty, and potential for serving student and faculty needs:

Itinerary:

Expenses:

Please submit scanned *original receipts* to DGEfinance@uoregon.edu [with subject line: *GEO mini-grant reimbursement request*] to obtain mini-grant reimbursements.

Date	Category (Lodging, Food, Transportation)	Description	Estimated Amount (in USD)
TOTAL AMOUNT			