

**University of Washington School of Nursing  
2009 Citizens of the World Scholar Travel Award  
Award Instructions**

1. **Purchasing your airline ticket:** You may only receive an award in the amount of the cost for the most direct route from Seattle to your program site destination. If you travel to another location not directly related to the award destination [i.e., if you take a side trip] you must provide documentation for the cost of the most direct route. You may purchase your ticket online, from any airline or travel agency. Remember, *you will only receive funding for the most direct route up to the maximum amount of your award.*
2. **Submitting your itinerary and proof of purchase:** Give all documentation to Eric Dodd in the Academic Services Office, HSB T-310. The itinerary must show that the purchased flight is issued to you [as the traveler – be sure the airline provides an itinerary that shows that you are the traveler]. The itinerary also *must include your entire round-trip travel from Seattle to your program site.* The itinerary must also show that your credit card has been charged for the flight.
3. **Documentation review:** Once the documentation has been reviewed for completeness, the award amount will be entered into your student account. Any questions regarding the financial aspect of the award should be directed to Laura Mason, Manager of Student Scholarships & Program Operations, Academic Services Office.

**NOTE:**

- If you cancel your trip for any reason, you must return the entire award amount to the School of Nursing. Laura Mason will work with you to arrange the return of the award.
- If you do not complete any of the requirements of this award, for example if you fail to complete the final report, you will be required to return the entire amount of the award to the School of Nursing.
- Be sure to read IRS publication 970 for any tax implications of this award. The publication is available at [www.irs.gov](http://www.irs.gov). You may be subject to income tax charges as the award is not being used for tuition or books, and it is your responsibility for reporting the amount to the IRS when paying taxes. Student tax information can be found at: <http://f2.washington.edu/fm/sfs/tax/student>.
- This award may have an impact on your future financial aid. For questions, please contact Laura Mason or refer to the UW Financial Aid Office by calling 206.543.6101.

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Please complete the following form and submit it with your itinerary and receipt:

Full Name: \_\_\_\_\_

Email address: \_\_\_\_\_ Student Number: \_\_\_\_\_

Amount Awarded: \_\_\_\_\_ Cost of Airline ticket: \_\_\_\_\_

Destination and dates of travel: \_\_\_\_\_