*[Use your institution’s letterhead]*

It is my understanding that *[employee name]* is applying for a Travel Award from NCURA Region VI to attend in person either the 2024 National or Regional Meeting, as indicated below (check one):

☐ NCURA National Meeting, August 4-7, 2024 in Washington, DC

☐ NCURA Regional Meeting, September 22-25, 2024 in Albuquerque, NM

By signing this support letter, I confirm that, should *[employee name]* receive this Travel Award, they have institutional financial approval to attend the selected NCURA Meeting. The anticipated Travel Award amounts are $1200 for the National Meeting and $1000 for the Regional Meeting. Should the cost of attendance exceed the amount of the Travel Award, I confirm that the remaining financial coverage will be provided by the institution.

Additional information (if any):

**Employee’s Supervisor/Manager**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_