*[Use your institution’s letterhead]*

I understand that *[employee name]* is applying for a Travel Award from NCURA Region VI to attend in person the 2025 Annual Meeting, to be held August 10-13 in Washington, DC.

By signing this support letter I confirm that, should *[employee name]* receive this Travel Award, they have institutional financial approval to attend the NCURA Annual Meeting. The anticipated Travel Award amount is $1,000. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_