



## Externship Travel Grant Application

The Veterinary Business Management Association (VBMA) is dedicated to advancing the profession through increasing business knowledge, creating networking opportunities, and empowering students to achieve their personal and professional goals. Through the VBMA Externship Travel Grant, the organization provides two members the opportunity to pursue and complete an impactful business-focused externship supported by a travel grant of up to \$1,000. In addition, each awardee's externship will be approved for VBMA Business Certificate Program credit. Please complete all fields and prompts below and email the application and a resume (with two references) to [president@vbma.biz](mailto:president@vbma.biz) by December 1st at 11:59 p.m. PST.

### Applicant Information:

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Name: \_\_\_\_\_  
First Middle/Initial Last

Veterinary School: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Veterinary School Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Address City State Zip Code

Highest VBMA Office Held: \_\_\_\_\_

### Externship Supervisor's Contact Information:

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Name: \_\_\_\_\_  
First Last

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Externship Clinic/Business Information:**

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

Address: \_\_\_\_\_  
Address City State Zip Code

Website: \_\_\_\_\_

**Externship Plan:**

Externship dates: \_\_\_\_\_  
Start Date Completion Date

Projected or confirmed? \_\_\_\_\_

\*Note – externship is required to be between February 2018 and January 2019.

Externship hours: \_\_\_\_\_  
Starting Time of Day Ending Time of Day

Projected or confirmed? \_\_\_\_\_

\*Note – 40 hour minimum requirement.

Travel budget – please make a budget projecting the expenses that will be required to complete the externship (e.g. lodging, airfare, taxis, Uber, Lyft, auto @ \$0.54/mile, tolls):

\*Note – food costs are not reimbursable.

\*Note – save all receipts, because you will be required to submit them for reimbursement.

Travel Type	Estimated Expense
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____

Estimated Expense Total: \_\_\_\_\_

## Prompts

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1. Describe what Business Certificate Program competencies you will be learning during your externship (300 words max).

2. Describe how the externship will empower you to achieve your professional goals (300 words max).

By submitting this application, I acknowledge that the information provided in this application represents an honest assessment of the value of and the expenses expected for me to complete the externship for which I am applying.