

## Student Travel Fund Guidelines

### **Purpose:**

To assist students in the College of Arts and Sciences to present research or creative projects, and/or to play an active role in professional meetings, symposia, workshops, or events related to their fields of study. Both undergraduate and graduate students may apply for this travel fund.

### **Qualifications:**

- Presentations may be individual or collaborative, and should show scholarly promise.
- Participation should enhance the professional development of the individual student.
- Involvement should increase visibility and strengthen professional regard for the student, the student's department, and for the College.

### **Limitations:**

- Award amounts will vary in relation to proposal requests and the strength of their justifications. The maximum individual award will be \$500. *No advance funding is permitted.*
- Students are eligible for only one award per academic year, however priority will be given to students who are first-time applicants.

### **Due Dates:**

Applications for this award are to be submitted to the Dean's Office, 411 Pray-Harrod, on or before **November 06, 2009** for travel during the Summer or Fall 2009 terms, and on or before **March 05, 2010** for travel during the Winter or Spring 2010 terms.

### **Reporting Requirements:**

After applications have been reviewed, **award letters will be sent to the faculty sponsor** alerting both student and sponsor of acceptance and/or award amount. Please check with your faculty sponsor for a copy of your award letter. These award letters will also include details for receiving reimbursement.

Within 10 days after travel is completed, award recipients will provide the Dean's Office with a copy of the event agenda/program, or other evidence of participation, and a brief report (maximum 2 pages) on their participation. Reimbursement *cannot be processed without receipt of the above materials.*

To receive reimbursement for expenses, a Direct Deposit Form with all attached original receipts must be included with the above materials. Students can no longer claim per diem rates for meals so a detailed receipt for meals must be included along with original receipts for airfare, hotel rooms, taxi/bus transportation, and conference registration fees.....no receipt no reimbursement.

Please see your department secretary or the Dean's Office for assistance in completing the form.

## Student Travel Fund Application

Please note that your award letter will be sent to your Faculty Sponsor. Please contact them for a copy of your award letter.

Name(s): \_\_\_\_\_ Student Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Department: \_\_\_\_\_ Major: \_\_\_\_\_

Conference/Workshop: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Destination: \_\_\_\_\_ SU/FA or WI/SP: \_\_\_\_\_

### Budget Summary:

Travel (miles from campus if driving \_\_\_\_\_) \_\_\_\_\_

Lodging \_\_\_\_\_

Other (registration, meals, etc.) \_\_\_\_\_

**Total Amount Requested (maximum \$500)** \_\_\_\_\_

### Participation: please check all that apply

Invited speaker/lecturer/performer \_\_\_\_\_

Presenting a paper/poster session \_\_\_\_\_

Other (explain \_\_\_\_\_) \_\_\_\_\_

### Justification:

Attach to this application a typed abstract of your presentation (200 words maximum) and your responses to the items below (maximum of one page):

- General format and content of the conference and/or workshop
- Sponsor and student participation (presentation, lecture, performance, etc.)
- Value of this meeting to the professional development of the student, faculty, and the department
- The potential contribution of this presentation to your field or discipline

### Documentation and Support:

Attach a signed letter of support from a faculty sponsor, and obtain the necessary signatures below.

Faculty Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this application **including justification section documents** by the due date to:  
The College of Arts & Sciences Dean's Office, 411 Pray-Harrold.

**DEADLINE: November 06, 2009** for travel during the Summer or Fall 2009 terms. On or before **March 06, 2010** for travel during the Winter or Spring 2010 terms.