

Team Participation – Student Travel Fund Guidelines

Purpose:

To assist departments in the College of Arts and Sciences in sending groups of students to professional meetings, symposia, workshops, or events related to their fields of study and for those students to give presentations of research or creative projects, and/or to play an active role. Both undergraduate and graduate students may be included.

Qualifications:

- Presentations should demonstrate scholarly promise.
- Participation should enhance the professional development of the students.
- Involvement should increase visibility and strengthen professional regard for the students, the students' department, and for the College.

Limitations:

- Award amounts will vary in relation to proposal requests, the strength of their justifications and team size. ***No advance funding is permitted.***
- Departments and the students participating are eligible for only one award per academic year.

Reporting Requirements:

After applications have been reviewed, ***award notification will be sent to the faculty sponsor(s)*** explaining acceptance and/or award amount. Please check with your faculty sponsor for a copy of your award letter. Within 10 days after travel is completed, the faculty sponsor(s) or a designated member of the team will provide the Dean's Office with a copy of the event agenda/program, or other evidence of participation, and a brief summary on their group's participation that we will copy and attached to each team members reimbursement form. We will be unable to reimburse the department or students without the above information.

Reimbursement:

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.

Justification:

Attach to the application information about the Conference/Workshop and typed responses to the items below (maximum of one page):

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

Due Dates:

On or before **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.

Team Participation – 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

Student Names	E # & email address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Attach additional pages with student names, E#'s, and email addresses if necessary

Faculty Sponsor(s): _____

Department: _____ Phone: _____

Conference/Workshop: _____ Event Date(s): _____

Destination: _____ Semester of Travel: _____

Budget Summary:
 Travel (miles from campus if driving _____) _____
 Lodging _____
 Other (registration, meals, etc.) _____
Total Amount Requested _____

Faculty Member'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.

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