Student Travel Fund Application and 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:**

**NOTE:** Attendance only will **NOT** be considered for this award.

- 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.
- Funding will be given for both domestic and international conferences outside the continental United States.
- An International Request Form **MUST** be submitted at least 60 days prior to travel dates.

**Award Amount:**

- Award amounts will vary in relation to proposal requests and the strength of their justifications. The maximum individual award will be $400. **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:**

**NOTE:** Your award letter will be sent electronically to you and your Faculty Sponsor.

Applications for this award are to be submitted to Sally Lucas (slucas@emich.edu), the Dean's Office, 214 Pray-Harrold. Applications will be accepted on a monthly basis with the **last working day of each month** as the deadline. The last day that applications will be processed is May 30.

**Reimbursement Requirements:**

Students must complete a Direct Pay Form that can be found at: [http://www.emich.edu/controller/forms.php](http://www.emich.edu/controller/forms.php) under Purchases/Payments with all original receipts attached, a copy of the event program “Meeting at a Glance”, or other evidence of participation, and a brief report (maximum 2 pages) telling us how your participation in the conference enhanced your professional development and educational experience here at EMU. Reimbursement **cannot** be processed without receipt of the above materials. Please contact your department secretary or the Dean’s Office for assistance in completing the necessary paperwork.
Student Travel Fund Application

APPLICATION DEADLINE: Last working day of EACH month through May 30

Name: ___________________________ Student Number: ______________

Email address: ________________________________________________________

Department: ___________________________ Major: ______________________

Conference/Workshop: ____________________ Event Date(s): ______________

Location: _____________________________ ____________________________

1. Budget Summary:
Travel (miles from campus if driving ) ______________
Lodging _______________
Other (registration, meals, etc.) _______________

Total Amount Requested (maximum $400) _______________

NOTE: If you are traveling outside of the US borders you will need to complete an “International Travel Application” This form MUST be submitted at least 60 days prior to travel dates.

2. Your Participation: please check all that apply
Invited speaker/lecturer/performer _______________
Presenting a paper _______________
Poster session _______________
Other (explain) _______________

3. 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

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

Faculty Member's Signature: ___________________________ Date: __________

Applicant’s Signature: ___________________________ Date: __________

Department Head’s Signature: ___________________________ Date: __________

5. Return this application including justification section documents to: Sally Lucas (slucas@emich.edu), The College of Arts & Sciences Dean’s Office, 214 Pray-Harrold