College of Liberal and Applied Arts
Student Travel Guidelines – Fall 2017

Procedure
1. The Travel Fund Committee shall review all applications for student travel funds. The committee is composed of one chair from the college, a representative of the College Council, and a representative of the Graduate Council.
2. The Travel Fund Committee will not accept for more five (5) student applications per department for the year. No department may submit more than five (5) student travel applications per semester.
3. The Travel Fund Committee will meet two (2) times a year to review applications.
   a. Applications and the completion of travel must be made with the same fiscal year (September 1 through August 31). Students are allowed to apply for funds before or after travel has been completed.
   b. An acceptance letter must be supplied with the application, or a brief explanation as to why a letter cannot be supplied at the time of application.
   c. The deadline for each funding period is noted on the Travel Fund Application form.
   d. Applications MUST BE TYPED and must be received in the Dean’s Office located in Ferguson Room 273, by 5:00 p.m. on the date of the published deadline. **The deadline for Fall 2017 is October 31, 2017 and that is FINAL.**
4. All student travel must be relevant to an academic program within the college. A student must be enrolled at the university at the time of the application and time of the trip.
5. An effort shall be made to achieve balance in the allocation of student travel funds among graduate and undergraduate students, as well as among the college’s academic units. A maximum of $500 per student will be funded through this program. The money will be split evenly between the fall and spring semesters.
6. Applications for student travel funds shall be initiated by the student with proper endorsement at all appropriate administrative levels before being submitted to the Travel Fund Committee.
7. The department chair should submit a cover letter for group conference presentations for which multiple students have applied for funding.
8. Reimbursement will be made on the basis of the submission of original receipts and a copy of the award letter. Funds expended that exceed the amount awarded to the student will not be reimbursed.
9. A student can only be funded for one trip per fiscal year (September through August).
10. Funds available for travel from other sources; i.e., grants, scholarships, departments, etc. must be disclosed on application in the section provided for estimated expenses.

Priority Funding Categories
1. Paper, poster, or creative presentations by students at international, national, or regional meetings. Preference given to students who are senior authors.
2. Program / panel presentation by students at international, national, or regional meetings.
3. Attendance at international, national, or regional meetings where students hold office or have been selected to receive honors from professional associations.

Procedure for Claiming Travel Funds
1. Apply and receive an award of funds from the Travel Fund Committee.
2. Complete travel and save original receipts.
3. Present award letter together with all receipts for expenses with two weeks following travel to the Dean’s Office. Reimbursement of funds and completion of travel must be completed with the same fiscal year (September 1 through August 31).
4. Reimbursement will be made on the basis of the submission of receipts, not to exceed the amount awarded. Total expenses should be identified.
5. If the amount allocated by the Travel Fund Committee is less than the actual amount expended, the traveler will be responsible for the excess amount.
6. Once the expenses have been verified, a check will be requested by the Dean’s Office from the University Controller’s Office and will be mailed to the recipient(s).
College of Liberal and Applied Arts
Student Travel Application – Fall 2017

Applications must be typed and a copy submitted to the Dean’s Office, Ferguson 273, by October 31

1. Name and Student ID:

2. Mailing Address:

3. SFA E-mail:

4. Major:

5. Number of hours enrolled:

6. Classification (freshmen, sophomore, etc.):

7. Provide a priority category number from the student travel guideline list:

8. Type of conference:

9. Destination (location and event name):

10. Type of activity at conference (paper, poster, etc.):

11. If paper or poster, list all authors:

12. List name(s) of all attending conference or activity:

13. Proposed travel date(s):

14. Total estimated cost:

   Transportation: _________
   Lodging: _________
   Meals: _________
   Registration: _________
   Parking: _________

_________________________________________   _____________________
Student Signature       Date

_________________________________________   _____________________
Faculty Sponsor        Date

_________________________________________   _____________________
Department Chair       Date

Committee Recommendation: Decision to Award Funding (please check): _____ Yes   _____ No

Amount Approved: ______________  Date: ______________