College of Liberal and Applied Arts
Student Travel Guidelines

Procedure
1. The Travel Fund Committee will 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 meet four (4) times a year to review applications.
   a. Applications and the completion of travel must be made within the same fiscal year (September 1 through August 31). Students are allowed to apply for funds before or after travel has been completed.
   b. The deadline for each funding period is noted on the Travel Fund Application form.
   c. Applications must be received in the Dean’s Office, located in 273 Ferguson, by 5:00 p.m. on the date of the published deadline. The deadline date is final.

3. 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 at the time of the trip.

4. An effort will 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.

5. Applications for student travel funds will be initiated by the student with proper endorsement at all appropriate administrative levels before being submitted to the Travel Committee. Applications must be typed.

6. The chair or a faculty member of the department may initiate the request in the event it is impossible to identify in advance students who will be participating in a conference.

7. 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.

8. A student can only be funded for one trip per fiscal year (September through August).

9. 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 all original receipts.
3. Present award letter together with all receipts for expenses within two weeks following travel to the Dean’s Office. Reimbursement of funds and completion of travel must be completed within 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).
Applications must be typed and a copy submitted to the Dean’s Office (273 Ferguson) by the deadline. Deadlines for Student Travel Funds for fiscal year 2015-2016 are September 30, 2015 and January 30, 2016.

1. Name and Student ID:

2. Mailing Address:

3. SFA E-Mail:

4. Major:

5. No. of hours enrolled:

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

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

8. Type of conference (national, regional, etc.):

9. Destination (location and event name):

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

11. If paper or poster, list all authors:

12. Other students or faculty travelling:

13. Proposed travel dates:

14. Total estimated cost:
   Transportation:
   Lodging:
   Meals:
   Parking:
   Registration:

_________________________________________  ______________________
Student Signature                      Date

_________________________________________  ______________________
Faculty Sponsor                      Date