



Student Academic Travel Program Application

For Office Use

Amount Approved per student:	_____
Total Amount:	_____
Specified Use:	_____
Date Approved:	_____
Approved by:	_____

Name _____

Address _____ City _____ State _____ Zip _____

E-Mail _____ Daytime Phone _____

Destination _____ Name of Meeting _____ Travel Dates _____

Academic Department Representing _____ Name of Faculty or Staff Member traveling with student(s), if any _____

The purpose of this program is to assist students traveling for academic purposes only. We ask that the Chair of the department listed verify the academic nature of this travel by signing this application where indicated below.

Group name: _____ How many students does this request cover? _____

Number of students: Presenting _____ Competing _____ Attending Only _____

Describe the academic purpose of the proposed travel

Attach copies of conference programs, brochures or other materials that help describe the purpose of your travel (Continue on back if needed.)

IN MOST CASES THIS FORM MUST BE SUBMITTED NO LATER THAN 3 WEEKS PRIOR TO TRAVEL DATE.

Projected Expenses:

Transportation: _____ Detail: _____

Lodging: _____ Detail: _____

Meals: _____ Detail: _____

Registration: _____ Detail: _____

Misc: _____ Detail: _____

TOTAL PROJECTED EXPENSES: _____

AVAILABLE FROM OTHER SOURCES: _____ Detail: _____

AMOUNT REQUESTED FROM SATP: _____

The Student Travel Policy (University Policy D-48) may govern portions of your travel if you are awarded any assistance. Please review this policy prior to submitting this application. It is available in the Student Activities office or on-line at www.sfasu.edu/upp/pap/university_services/student_travel.html.

By signing below you are indicating that the information contained above is true and correct to the best of your knowledge and that you have read and understand the Student Travel Policy as well as the guidelines for use of this program as outlined on page 2 of this application.

Submitted by: _____ Date: _____

Department Chair: _____ Dept.: _____ Date: _____

(Your signature indicates that the travel these students are seeking assistance for is academic in nature and their participation is supported by your department.)

The intent of this program is to help as many students as possible. In all cases where assistance is awarded, only a portion of your projected expenses will be funded.



Academic Travel Assistance Program

The Student Affairs Academic Travel Assistance Program is designed to help students who have been invited to present their academic research in a conference setting, who are representing the university in an academic competition or who are attending a conference or workshop related to their academic discipline.

Primary consideration is given to those who are making presentations with secondary consideration to those who are competing. All recipients of this assistance must be supported by an academic department.

Student Academic Travel Assistance applications are available in Birdwell 125 or may be downloaded from www.osa.sfasu.edu.

Guidelines

- A concise description of the purpose of your travel must be provided along with copies of relevant materials such as registration forms, conference schedules, etc. You should indicate whether you are a presenter, a competitor or just attending.
- All travel funds awarded are provided as an “advance” in order to assist with travel expenses as they occur. Therefore, all applications need to be submitted at least three weeks prior to the travel date. To receive assistance with registration and meet “early bird” deadlines, six to eight weeks may be necessary.
- All students traveling as a “group” should apply as a group under one student’s name. The advance funds are provided to that student and he/she is responsible for the correct use and distribution of the allocation as well as returning the appropriate documentation required upon completion of travel.

An exception to this guideline is made for graduate students who are employed by the university and who are traveling together. In that case expenses must be projected for the entire group first, then each student must submit for their portion of the total allocation.

Any student not wishing to participate in group travel (e.g. shared transportation, shared lodging) and who is traveling for same purpose and within the same time frame as the group will not be considered for funding.
- Realistic total expenses for each category on the application should be provided as well as the specific detail used to determine the projected amount.
- **ALL** funding available to the student or group outside of this assistance should be indicated, including those from fund raising efforts. Use the back of the form if necessary to list them all. **ALL** funds provided by the academic department(s) the student(s) are representing must be listed with the appropriate account number.
- The application should indicate the academic department the student(s) represent and if any faculty or staff member is traveling with the student(s).
- The Department Chair of the academic department represented must sign the application.
- All travel documents will be prepared and processed by Student Affairs.
- Funding is granted as a **per person** award. Should fewer students travel than noted on the original application the allocation for those not traveling must be returned.
- Receipts and other support documents are **due upon your return to SFA** in order to meet Travel Voucher deadlines. Vouchers are prepared by Student Affairs and are due in the University Business Office **no later than 30 days** from return. A “Hold” will be placed on the records of any student not complying with this guideline. The Student Affairs staff is here to help you finalize your travel documentation. Please ask about anything you are unsure of that might create a delay in your submission of the necessary paperwork to clear your account when you return.

It is important to remember that the intent of this program is to provide supplemental funding for student academic travel, not to provide full funding.

***This allows us to assist as many students as possible.
Faculty and staff members are not eligible for assistance through this program.***

...continued description from page 1, if needed: