

## PCOE STUDENT SUPPLEMENTAL TRAVEL FUND POLICY

The Student Supplemental Travel Committee is a subcommittee of the PCOE College Council. The Student Supplemental Travel Committee shall be responsible for making recommendations to the Dean of the James I. Perkins College of Education regarding funding for undergraduate and graduate student activities related to PCOE Student Supplemental Travel Fund expenditures. The following policy is to be used by the Student Supplemental Travel Committee for decision-making regarding the disbursement of PCOE Student Supplemental Travel Funds for professional student activities.

### DESCRIPTION:

1. The pool for the PCOE Student Supplemental Travel Funds is awarded annually to the Perkins College of Education and is administered by the Dean.
2. Funds will be allocated as supplemental support for students who deliver research papers or present creative activity or who travel for academic competition at state, regional, national, or international conferences. Students attending state sponsored events located at least 100 miles from campus are eligible for funding.
3. Student professional student travel activities **not** included under this policy are:
  - a. Formal education courses (e.g., undergraduate and graduate courses)
  - b. Data collection activities
  - c. Professional development without research presentation
4. Within one academic year (September 1-August 31), students may receive supplemental travel funds **one time**. Supplemental travel disbursements may not be carried over from one semester to the next.
5. Funds are intended as supplemental support only. Supplemental funding for students attending state, regional/national or international conferences consists of an award of 50% of the travel total up to \$500. Supplemental funding for students will not exceed \$500 per academic year, and disbursements will be allocated on a first-come-first-serve basis. The committee reserves the right to split the allotted funds each academic year between the fall and spring semesters to ensure a more equitable distribution in funding. Allocations beyond \$500 may be awarded at the discretion of the committee and with the approval of the Dean.
6. Students traveling as a group to the same conference should submit their applications together at one time. Group funding may be pro-rated depending on the number of students traveling at the discretion of the student travel committee to provide an equitable distribution of funds.
7. Students who are presenting/performing/competing as a group on a single project are only eligible for \$500 combined for that particular project. For this reason, faculty sponsors are encouraged to apply for funding for the 1<sup>st</sup> author or presenting authors only.

8. Student travel reimbursements are paid once the student has returned from the conference and has submitted the required documentation such as hotel receipts, conference registration, travel costs, etc.
9. Projects involving human subjects (including surveys) must have IRB approval, and approval number must be provided.

**STUDENT ELIGIBILITY:** The PCOE Student Supplemental Travel Fund is available for currently enrolled undergraduate and/or graduate students holding a minimum GPA of 2.5 for undergraduates and 3.0 for graduate students on a 4.0 scale. Students seeking supplemental travel disbursements must be enrolled on a part-time or full-time basis and be in good academic standing at the time of the application submission. Students placed on academic suspension and/or probation at any time during the academic year are not eligible for PCOE Student Supplemental Travel funds. All students must be endorsed by a sponsoring faculty member overseeing the presentation or competition activity.

#### **APPLICATION PROCEDURE FOR STUDENTS:**

1. The PCOE Student Supplemental Travel Application form is to be used for all funding requests. ***Incomplete or unreadable applications or failure to follow the procedure will result in the return of the application without a review by the student review subcommittee.***
2. Students must consult with the faculty member supporting the professional development activity, the Academic Unit Chair/Director and complete the PCOE Student Supplemental Travel Fund application.

**Before submitting, please use the following checklist provided to make sure your packet of materials is complete:** *(Please do NOT include additional, unnecessary materials such as Google Maps, conference schedules, etc.).*

- \_\_\_\_\_ a. PCOE Student Supplemental Travel Application
- \_\_\_\_\_ b. Notification of acceptance of presentation from the sponsoring organization

- \_\_\_\_\_ c. Letter of Support prepared by a sponsoring faculty member overseeing the presentation or competition activity – letter must include current standing in academic program and student's GPA (transcripts should NOT be attached)
  - \_\_\_\_\_ d. Travel request form (if all expenses are detailed on the travel request form the itemized list below is not necessary). Form must be signed by the academic unit head.
  - \_\_\_\_\_ e. An itemized list of anticipated travel expenditures including costs for conference registration, travel, lodging and meals and/or additional funding sources (if applicable)
3. Students must collaborate with the sponsoring faculty member to complete and submit application packet. Faculty members will be responsible for submitting the application packet to the academic unit head. Unit heads will forward the application packet electronically to the Dean's Office.
  4. Students awarded funds from the PCOE Student Supplemental Travel Fund must send a thank you note to the dean within two weeks following his/her return, briefly describing the professional development activity, and how the professional development activity enhanced the student's knowledge of the content or field, James I. Perkins College of Education and SFA's reputation. The thank you letter must also include a statement stating how the professional development activity contributes to future academic development as a student and upcoming professional within the respective discipline.

Students send a thank you note to:

The dean of the James I. Perkins College of Education  
Stephen F. Austin State University  
PO Box 13023, SFA Station  
Nacogdoches, TX 75962-3023

Students must provide a copy of the thank you letter to the academic unit head. Failure to submit a thank you letter will result in ineligibility for this travel and for future academic semesters.

5. If presenting, funding should be acknowledged verbally or in writing at the time of the presentation. For example, "Funding for this presentation was provided in part by the PCOE Student Supplemental Travel Disbursement."
6. Applications will be received on a monthly basis and reviewed within two weeks of the application deadline. Applications are due by the last day of the month four weeks prior to travel date (example: If you are traveling in April, you must turn in your application by the end of March). Exceptions may be considered if evidence of late proposal acceptance is provided. Once the funds are depleted, no further applications will be received or reviewed.