Student Development Funds for Travel

APPLICATION FOR STUDENT TRAVEL FUNDS

Office of the Associate Vice President for Student Affairs

Name (please print): _____ Banner ID A_____

If student organization is applying, list organization name, and attach list of travelers with Banner ID's.

If student organization, list organization contact information: _____

Address: _____

Street City Zip

E-mail address: _____ Phone : _____

Department/organization affiliated with this travel: _____

Name and Purpose of Conference or Travel: _____

_____

_____

Destination: _____

(Attach conference information such as conference brochure, schedule or registration form)

Actual dates of travel: _____ _____

Depart Return

If you are an invited speaker or official University representative, please attach a copy of the invitation.

If you have been accepted as a presenter, please attach a copy of the confirmation. If you have applied as a presenter and not yet received notification, please attach a copy of the application to this form and forward the acceptance notice to Student Affairs as soon as possible.

Note: Funds are for extracurricular travel/presentations, etc. and not intended for required class activities.

Travel Criteria (Check One)

___ Invited speaker ___ Accepted presenter

___ Invited University representative ___ Individual interest/development

Award Limits:

Individual

Up to $300 individual interest/development

Up to $600 invited speaker/accepted presenter

Group/Organization

Up to $600 group/organization development

Up to $1,200 invited/competing/official rep

Two or more students traveling to the same event are considered a group/organization for funding purposes. Funds are for registration, transportation and lodging only. Funds are limited and on a first applied/granted basis.

Itemized Estimate of Expenses

Registration Fee: $ _____

Transportation: $ _____

Lodging $ _____

Total Amount of Request $ _____

(Attach a copy of the registration form listing fees and conference information)

List all other sources of funding you have or will receive, including personal, departmental or organization funds:

$ _____ Source _____

$ _____ Source _____

I certify that I meet the eligibility requirements to apply for Student Affairs travel funds, I give Student Affairs permission to verify this eligibility, that the funds will be used appropriately, and that I have read the guidelines.

_____ _____

Signature of applicant Date Printed Name

_____ _____

Signature of Faculty/Staff Sponsor or adviser Printed Name Date

Amount Approved: _____ Student Affairs Signature: _____

Comments: _____