

2021-2022 College of Agriculture and Natural Resources Student Travel Funding Application



The COANR Dean's Office is providing travel funds to students for the 2021-2022 academic year.

Guidelines

Applications should be submitted to the COANR Dean's Office (coanr@tarleton.edu) at least 6 weeks before the anticipated date of travel.

Eligible students may apply for funds to support ONE trip for up to \$750 from the COANR student travel fund for the 2021-2022 fiscal year. However, the amounts of individual travel awards are dependent on the number and priority level of the applications. Students are strongly encouraged to seek matching funds for each travel funding request.

A single application can be submitted for a group of students traveling to the same conference, workshop, etc. Group applications must include the names of all students and additional budget information with a breakdown of total requested per student.

Travel funding will only be approved if it meets the criteria listed below. Each application must include a statement identifying how the purpose for travel fulfills these criteria.

Highest priority will be given to travel in support of research and scholarly activities. Travel in support of other activities, including instructional activities, will be funded based on availability of funds.

Travel Criteria

Travel funding may only be used for:

- Domestic travel in support of research activities (e.g., scholarly presentations, scholarly and creative activities, field research, or research workshops)
- Domestic travel in support of professional development activities (e.g., instructional workshops or presentations, certification training, etc.)

Additional Information

- If for any reason travel is not completed, funds must be returned so that they can be used to support other eligible applicants. Please notify Kathleen Gorke.
- Remaining funds not used for approved trip should also be returned and cannot be used toward a second trip.

Funding cycles are based on the university fiscal year ending in August 31. Trips that occur prior to fall decisions (e.g., from August through early October) will be reimbursed if it meets the criteria and is approved

2021-2022

College of Agriculture and Natural Resources
Student Travel Funding Application



Date:	Department:	Amount Requested from College \$
Name (if submission is for a group, attach a list of all students):		Matching funds amount (if any) \$
Traveler's Signature	Department Head's Signature:	Are COANR faculty involved in this travel request? Yes or NO
Travel Destination:	Has trip been approved by appropriate leadership?	
Travel Dates	Faculty mentor/adviser	Yes or No
Start:	Department head:	Yes or No
End:	Have student travel documents been submitted?	Yes or No

Budget Estimate		
Expense	Estimated Amount	Account (if known)
Lodging		
Meals		
Transportation		
Registration		
Incidentals		
Parking		
Other		
Total Estimated Budget		
Budget Justification (If needed)		

Purpose of trip: (Limit 400 characters)

Other sources & amount of matching travel funds including departmental funds: (Limit 250 characters)

**Justification Statement: Benefits for university/individual & alignment with professional development goals:
(Limit 400 characters)**

Titles and authors of research to be presented and/or summary of trip activities: (Limit 800 characters)

If travel results in missed classes, explain how those classes will be covered