**2022-2023
College of Science & Mathematics
Student Travel Funding Application**

The COSM Dean’s Office is providing travel funds to student for the 2022-2023 academic year.

**Guidelines**

* Applications should be submitted to the COSM Dean’s Office for one of three deadlines with decisions following within three weeks after the respective deadlines:
	+ FALL deadline for submission of applications is 5:00 pm, **Oct 14**.
	+ SPRING deadline for submission of applications is 5:00 pm, **Jan 14**.
	+ SUMMER deadline for submission of applications is 5:00 pm, **April 15**
	+ For spring or summer travel, faculty may apply for travel funds by the fall deadline if s/he can provide the required information or wait until the spring or summer deadline.

**Eligible students may apply for funds to support ONE trip for up to $750 from the COSM student travel fund for the 2022-2023 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 Sheila Hawkins.
* 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

**2022-2023
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Student Travel Funding Application**

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| **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 COSM 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** |

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| **Budget Estimate** |
| **Expense** | **Estimated Amount** | **Account (if known)** |
| Lodging |  |  |
| Meals |  |  |
| Transportation |  |  |
| Registration |  |  |
| Incidentals |  |  |
| Parking |  |  |
| Other |  |  |
| **Total Estimated Budget** |  |  |
| **Budget Justification (If needed)** |
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| **Purpose of trip: (Limit 400 characters)** |
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| **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)** |
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| **Abstract of research to be presented or summary of trip activities: (Limit 800 characters)** |
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| **If travel results in missed classes, explain how those classes will be covered** |
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