

# Student Travel Funds Request Form

Name of Student: _____	Major/Dept: _____
Student ID Number: _____	Phone: _____
Name of Sponsoring Faculty Member: _____	
Name of Event: _____	
Location: _____	Dates of Event: _____

## Required Documentation

	<b>Student Memo</b>	Attach a memo from each student seeking funding addressing the purpose and benefits of the planned trip. Please include student ID on the memo.	
	<b>Faculty Memo</b>	Attach a memo supporting the student(s) request and outlining the purpose and benefits of the planned trip for the student(s) and the department.	

*\*Not all applicants will be awarded funding. Funds given will range from \$0.00 - \$400.00 per student.*

☐ Please check this box if you are also applying for travel funding from other sources. If so, please include the source(s) of funding in either the student or faculty memo, as appropriate.

*By signing, the student agrees to the terms and conditions of receiving funding from the Center for Undergraduate Research and Creative Inquiry, which can be found on the next page.*

Funds Requested	Amount Requested	Amount Approved	Amount Reimbursed	
Airfare, mileage, etc.				
Ground Transportation				
Hotel				
Misc. (Baggage fee/ Parking, etc.)				
Registration				
<b>Total (for all students)</b>				

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Sponsoring Faculty: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Approval by Dean: \_\_\_\_\_ Date: \_\_\_\_\_

### For Dean's Office use only

Date Received: \_\_\_\_\_ Approved or denied: \_\_\_\_\_ Reason for denial: \_\_\_\_\_

Date emailed: \_\_\_\_\_ Date in campus mail: \_\_\_\_\_ Date reimbursement received: \_\_\_\_\_ Date reimbursement sent to AP: \_\_\_\_\_

# Student Travel Application Guidelines and Information

Updated October 31<sup>st</sup>, 2016

The College of Arts and Sciences, through the Center for Undergraduate Research and Creative Inquiry (CURCI), can provide funding for students to travel to present their research at professional events appropriate to the discipline. If you are interested in applying for travel funds through CURCI, please note the following guidelines:

- The amount of award per student can vary between zero (no funding) and \$400 per student per year.
- The total number of awards given out in a year is dependent on the total budget available.
- All students requesting funding must have a sponsoring faculty member. The faculty member must provide a short (one page max) statement describing the travel request and why they support it.
- Students requesting funding must also provide a short (one page max) statement describing how the travel will benefit their educational experience. If multiple students are applying to attend the same conference, each student must write their own statement, but they can all be included as part of one overall application. Each student must sign the application; include a separate signature page if necessary.
- Students receiving funding must also agree to complete a volunteer activity for CURCI as a condition of receiving funding. This may include volunteering at CURCI-sponsored events (e.g. Spokane Intercollegiate Research Conference, sponsored speaker events, etc.), writing a reflection that could be quoted or used on the CURCI website or blog, and other possibilities as arise. If multiple students are applying to attend the same conference, each student must complete their own volunteer activity.
- It is currently expected that all students receiving funding will be presenting their own or their group's scholarly or creative work at the conference to which they are traveling. If multiple students are applying to attend the same conference, it must be clear that each student is presenting in some fashion.
- Other sources of funding are often available. Check the conference website to see if travel awards are given out. The Council on Undergraduate Research ([www.cur.org](http://www.cur.org)) often provides travel awards as well. Occasionally, funding may also be available through a student's major department or the sponsoring faculty member's department. If the student or sponsoring faculty member is applying for funding from other sources, please check the appropriate box on the form and list the other sources of potential funding on either the student or faculty memo.
- The application and memos must be turned in to CURCI (Crosby 022 or [hauenstein@gonzaga.edu](mailto:hauenstein@gonzaga.edu)) in order to be considered for funding.

Awards are decided upon by a subcommittee of four individuals from the CURCI Advisory Board. Awards are given on a first-come, first-served basis until the budget is exhausted. Some other criteria the subcommittee considers when deciding who will receive funding:

- Has the student's application to present been accepted by the conference organizers? Clear proof of acceptance will help the travel funds application.
- The quality of the student statement. Specifics about the conference and how they benefit the student's educational experience demonstrates a greater engagement on the student's behalf and is more likely to be funded.

The subcommittee will meet on a monthly basis when applications are available to discuss. CURCI will notify students and faculty via email once a decision on funding has been made.

Any questions about the student travel funding process should be directed to Jeff Watson ([watsonj@gonzaga.edu](mailto:watsonj@gonzaga.edu)), Director of CURCI, or Theresa Hauenstein ([hauenstein@gonzaga.edu](mailto:hauenstein@gonzaga.edu)), CURCI Administrative Assistant.