

## **Funding Request from Student Professional Travel Fund**

**(Submit to Office of Student Living and College Engagement, 206 Strebel Student Center)**

This fund supports the travel expenses of students who attend professional events such as conference, colloquia, etc. While applications for funds from a given fiscal year will be reviewed on an ongoing basis, the deadline for **priority funding consideration** (see below) is September 1<sup>st</sup> (for fall travel) and January 1<sup>st</sup> (for spring and summer travel).

Criteria for approval:

1. Individuals requesting funding must be enrolled as full-time students at Utica College.
2. Students requesting funding must submit a request form and a one page written request outlining how the travel will benefit the student's academic development.
3. Each request must be accompanied by a recommendation from a faculty or staff member.
4. While attendance at a professional conference or event may be funded, significant priority will be given to those students who are presenting papers/posters, serving on a panel, or serving as an officer at a professional conference.
5. Students may be funded either through the Student Travel Fund or through their club's request to the Student Senate Finance Committee, but may not be funded out of both sources.
6. Students funded from the Student Travel Fund are encouraged to make a presentation to a class or student group on campus, sharing what they learned from the experience.

Note: Funds will be disbursed **following** the travel for which funding is approved. Advanced funding is not available. Original or e-mail receipts (not copies) must be attached to the appropriate travel expense voucher which can be obtained from the Office of Student Living and College Engagement or from your faculty member. The maximum amount to be awarded to students who are **presenting** at a professional event (presenting a paper or poster, taking part as a student officer, etc.) is \$700 or 80% of your expenses, whichever is less, and may be lower depending upon availability of funds. The maximum amount to be awarded to students who are **attending** a professional event will be \$300 or 50% of your expenses, whichever is less, and may be lower or denied, depending upon availability of funds.

## Student Professional Travel Fund Application Form

Student applicant: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Student's UC email address: \_\_\_\_\_@utica.edu Phone number: \_\_\_\_\_

1. Purpose of trip: \_\_\_\_\_

2. Location of event: \_\_\_\_\_

3. Dates of event: \_\_\_\_\_

4. Your role at the event (students serving as presenters, panel discussants, or organizational officers will receive priority consideration for funding):  
\_\_\_\_\_

5. Attach an explanation of how this event fits into your overall academic plan.

6. Attach a recommendation from the faculty/staff member who can talk about the importance of this event to your overall academic plan.

7. Budget:

Transportation \_\_\_\_\_

Registration \_\_\_\_\_

Lodging \_\_\_\_\_

Food \_\_\_\_\_

Total Budget \_\_\_\_\_

**Amount requested from Student Travel Fund:** \_\_\_\_\_

**Your completed application is to be submitted to the Office of Student Living and College Engagement (Attn: Student Travel Fund), 205 Strebel Student Center. It must include the following:**

- **Application form**
- **Personal explanation of how this event fits into your overall academic plan.**
- **A recommendation from the faculty/staff member**

**For any questions about the Student Travel Fund, please contact Scott Nonemaker, Director of Student Living and College Engagement & Strebel Student Center at [scnonema@utica.edu](mailto:scnonema@utica.edu) or 792-3285.**