Funding Request from Student Professional Travel Fund

Submit to:
Lauryn Moore, Director of College Engagement (lamoore@utica.edu)
& Rich Racioppa, Interim Dean of Student Life (rraciop@utica.edu)
Both located in 206 Strebel Student Center

This fund supports the travel expenses of students who attend & present at professional conferences. 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 1st (for fall travel) and January 1st (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 handed when travel is complete, & you’ll receive further instructions on how to do this with your approval email. Due to an increased amount of requests, funding approvals will be reviewed on a case by case basis and full amount approvals are not guaranteed. Priority funding will be given to students who are presenting at Conferences.
Student Conference Travel Fund
Application Form

Student Applicant Name:
Date Submitted:
Student Email:
Phone Number:

1. Name of Conference:

2. Location of Conference:

3. Date(s) of Event:

4. Your role at the Conference (attendee, presenter, panelist, etc.):

5. Budget:

<table>
<thead>
<tr>
<th>Travel Expense</th>
<th>Estimated Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Registration</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
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<tr>
<td>Food</td>
<td></td>
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<tr>
<td>Total Budget</td>
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6. Amount being requested from Student Travel Fund:

Send your completed application above, along with an attached personal explanation of your conference travel, as well as a faculty or staff recommendation to:

Lauryn Moore, Director of College Engagement (lamoore@utica.edu) and Rich Racioppa, Assistant Dean of Students (rraciopa@utica.edu)

Both located in the Office of Student Living & College Engagement, 206 Strebel Student Center