

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:**

Travel Expense	Estimated Amount:
Conference Registration	
Lodging	
Food	
Total Budget	

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