

The Edwards College of Humanities and Fine Arts

STUDENT TRAVEL FUNDING

A limited amount of money is allocated each year to support student travel for educational purposes. Funding is competitive, and not all proposals can be approved. Please be sure to note if there are funds available for this trip from an additional source. Projects will be funded by the college at the Dean's discretion.

Priorities

- Formal presentations at professional meetings, performing, exhibiting creative work, presenting posters.
- High impact student ratio – total cost/student participation.

General Guidelines

- Funding is not available for students attending meetings as observers.
- Individual student trips are unlikely to be funded. Resources will be directed to activities in which multiple students participate.
- Generally, funds can only be provided for transportation, housing, and registration fees.
- Students should be responsible for their own meals even if the trip funds are supplemented by the department or grants.
- A faculty member **must** accompany undergraduate students.
- Funds for accompanying faculty members' travel will come from this budget, not from the faculty Professional Development funding budget.

Applications will be reviewed first by department chair, then by the Dean's Office. **Department chairs who submit multiple requests must prioritize among the applications.** Approved requests will be returned to the department administrative specialist to prepare Travel Authorization form.

**The Edwards College of Humanities and Fine Arts
STUDENT TRAVEL FUNDING REQUEST**

Faculty Member Requesting Funds: _____

Number of Students Traveling with Faculty Member: _____

Are any of the students involved Research Fellows: _____ Yes _____ No

Title of Conference or Event: _____

Location (city and state): _____

Dates of Travel: _____

Describe the project and its importance to students and CCU. Include titles of presentations.

Have funds been applied for or granted towards this trip from another source?: _____

Source of these funds: _____

Amount granted/applied for: _____

The Edwards College of Humanities and Fine Arts
STUDENT TRAVEL EXPENSE WORKSHEET
(include all expenses for faculty and students)

Faculty Member Name(s): _____ Department: _____

ID Number(s):

Student Names and ID Numbers:

Destination: _____

Purpose of Travel: _____

Date Leaving Coastal: _____ Time: _____

Date Returning to Coastal: _____ Time: _____

Will you require a CCU Vehicle: _____

(If "yes," see your administrative specialist immediately)

ANTICIPATED TRIP COSTS: *Please list TOTAL costs for all travelers, including faculty member; do not break down into cost per student. Include all expenses, even if funds have been received or applied for from a different source*

University Vehicle: _____

Round-trip mileage (when driving personal car): _____

-OR-

Airfare:

Paid by: _____ Traveler _____ Travel Card

Hotel (include all taxes): _____

Per-Diem Meals: _____ Available for faculty only; check with your administrative specialist for figures.

Registration Fee: _____ Traveler _____ Travel Card

Local Transportation (taxi, shuttle, subway, etc.; explain in detail why you need to rent a car at the convention city): _____

Parking (airport and other): _____

Baggage (one piece each way): _____

Cash Advances will only be available for faculty traveling with large groups of students, preferable out of the country, and will be approved by Accounts Payable on a case-by-case basis. A Travel Card is preferred and recommended. A training session must be attended by the faculty member before a Travel Card will be issued. Requests to load funds on a Travel Card must be made at least 2 weeks prior to trip departure.

Total Expenses: _____

Funds Applied for/Received from additional source: _____

Faculty Member's Signature: _____ Date: _____

Chair or Supervisor Approvals

Number of Student Travel Submissions from Department: _____

Rank of this funding request: _____ of _____

Comments on the relative importance of the experience to the major of the student(s):

Signature of Chair: _____ Date: _____

Department: _____

Dean's Office Approval

_____ Approved for Funding (see amounts and budget codes below)

_____ Not approved for Funding (see comments below)

Comments:

Allocation: _____

College Budget Code for Travel Authorization: _____