

## **STUDENT TRAVEL FUND**

### **STUDENT TRAVEL SUPPORT**

Academic Affairs has identified student travel funding as a priority for support through the Student Travel Fund and the Northern Fund for the academic year. Funds will be allocated to each college based on its enrollment. Awards will help support travel for students who have opportunities to participate in professional development experiences related to their academic discipline or student organization as determined appropriate by the academic dean. Maximum funding awarded to each individual student will be capped at \$800.

#### **GUIDELINES FOR DEANS:**

1. Priority will be given to students who have been invited to present a paper at a professional conference directly related to their academic discipline.
2. Secondary priority will be given to students who request funds to participate in leadership or professional development activities related to their student organizations.
3. Total allocated funds will be divided between semesters for availability throughout the academic year.
4. Students should be prepared to provide a testimonial detailing how this experience enhanced their education. This opportunity to educate students about private giving from our alumni is important in building a culture of philanthropy at NMU. These testimonials are important for donor stewardship initiatives.

#### **APPLICATION PROCESS:**

1. The student(s) must complete all sections of the application form and return it to the advisor/faculty member's department head.
  - a. Include a copy of the invitation letter and/or conference brochure.
  - b. Include a letter of support from the advisor/faculty member.
2. Applications will be reviewed by the department head for approval and recommended award amount.
  - a. Department head will forward to respective dean for final approval and processing.
  - b. Requests must include the department account number to facilitate the reimbursement of funds to the department.
3. The student, department head, advisor/faculty member, and departmental support staff will be notified by the dean via email regarding the status of their request (approved and the amount approved).
4. Students must work with their department and/or advisor/faculty member to finalize travel arrangements prior to departure.
5. Approved amounts will be transferred to the appropriate departmental account upon completion of travel.
  - a. All expenses will be initially charged to the respective university department budget. Upon completion of the travel, the department will initiate the reimbursement process by sending a completed Concur settlement statement for the trip to your respective dean along with the appropriate account number for reimbursement.
  - b. Each dean will be responsible for tracking allocations and balances for each semester.

**STUDENT TRAVEL FUND APPLICATION**

**APPLICATIONS FOR FUNDING MUST BE COMPLETED BY STUDENT(S).**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**STUDENT ORGANIZATION OR GROUP:** \_\_\_\_\_

**NAME, DEPARTMENT, AND EMAIL ADDRESS OF PERSON (ADVISOR/FACULTY MEMBER) PROVIDING LETTER OF SUPPORT (attach letter to this form):**

\_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**NAME OF DEPARTMENTAL SUPPORT STAFF HANDLING TRAVEL DETAILS/BUDGET:**

\_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**REASON FOR TRAVEL (i.e. conference, workshop, etc.):**

**DATES OF TRAVEL:** \_\_\_\_\_

**DEADLINE DATE FOR DEPOSITS, ETC.:** \_\_\_\_\_

**ITEMIZE THE COSTS ASSOCIATED WITH THIS TRIP:**

Airline \$ \_\_\_\_\_

Fuel/Gas receipts: (please turn in when completed) \$ \_\_\_\_\_

Type of vehicle: Personal van/car\* \_\_\_ NMU van/car \_\_\_ NMU bus \_\_\_ \$ \_\_\_\_\_

Lodging: Number of nights: \_\_\_\_\_ Number of people: \_\_\_\_\_ \$ \_\_\_\_\_

Conference Fee \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**TOTAL NECESSARY FOR TRIP:** \$ \_\_\_\_\_

*\*NOTE: If a private vehicle is used for travel, it is the vehicle owner's responsibility to provide vehicle liability and physical damage insurance on their vehicle. NMU will not be responsible for any loss or damage to privately owned vehicles.*

**SOURCES AND AMOUNTS OF OTHER FUNDING REQUESTED (Indicate if approved or pending):**

PLEASE NOTE: Many professional conferences and symposiums provide the opportunity for students to apply for and secure scholarship funding to cover the cost of conference fees and travel costs to attend. The conference website may also provide available links to other external sources of funding available. Please attach evidence of an attempt to secure external scholarship funding for conference costs or proof of a lack of external funding availability. Screenshots of webpages, completed funding applications, or email communication from a conference organizer will all be acceptable forms of evidence.

**TOTAL AMOUNT REQUESTED:** \$ \_\_\_\_\_

**NOTE:** There is a **MAXIMUM** of **\$800** per student. Can be divided post-travel.

**STATE THE NAME(S) OF ALL PERSON(S) OR IDENTIFIABLE GROUP(S) PARTICIPATING IN THIS ACTIVITY** (Requests will **NOT** be considered without the names of the participants):

**STATE HOW YOU, THE STUDENT GROUP, OR THE UNIVERSITY, WILL BENEFIT FROM YOUR PARTICIPATION IN THIS ACTIVITY:**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE:** Date Received in Office: \_\_\_\_\_ Date Approved \_\_\_\_\_ OR Denied: \_\_\_\_\_

Date Travel Completed: \_\_\_\_\_ Date Funds Transferred: \_\_\_\_\_