Kent State University at Tuscarawas

## Application for Student Travel Fund

***Purpose:*** The purpose of the Kent State University at Tuscarawas Student Travel Fund is to allow students to expand their learning experience beyond the classroom via off campus academic activities including, but not limited to field trips, travel to museums, travel to historic sites, and conferences.

**Note: This funding opportunity is not intended to support student research/creative activity conferences for the purpose of presenting.**

***Eligibility and Scope:*** All current Kent State University at Tuscarawas students are eligible. A Faculty member of the Tuscarawas Campus must coordinate the trip. Requests must be submitted directly to the Chair of the Student Affairs Committee by a faculty member for a group of students or for a single student. Upon completion of the review of all applications by the Student Affairs Committee, an approval or denial decision will be sent to the applicant. Each year, two sessions will take place, one session during the Fall semester and a second session during the Spring semester.

***Deadline:***

* Fall session: October 17, 2014 at noon, for trips taking place during the Fall semester of academic year 2014-2015.
* Spring session: February 06, 2015 at noon, for trips taking place during the Spring semester of academic year 2014-2015

***Process and Procedures:***

* Trips must be coordinated by a Kent State University at Tuscarawas Faculty member.
* Trips must be coordinated with the Business Office before any travel arrangements have been made to ensure that University policies are met and liabilities are minimal.
* This includes vehicle rental, air transportation, meal per diems, registrations, hotels, etc.
* The absence authorization/expenditure estimate must be submitted with the student travel fund form.
* Hold harmless forms must be filled out by the faculty member for any travel. The url for the hold harmless form is: <http://www.kent.edu/universitycounsel/hold-harmless.cfm>
* Trip proposals must be submitted electronically only in .pdf format, to the Committee Chair, Dr. Adrian Jones at **amjones4@kent.edu**by **October 17, 2014** **and February 06, 2015. Proposals must include all of the information requested on the attached application form.** Incomplete proposals or proposals submitted after the deadline will be rejected.
* Applicants will be notified of the status of their requests by **October 24, 2014 and February 13, 2015**. Typically, funds will be available after approval is given.
* Funds are up to $800 per application. This maximum amount is not guaranteed, but contingent on the number of funding requests received and in appropriate increments as determined by the Committee. Additionally, funds allocated will depend on the number of students involved in the trip and the travel distance.
* Students will present the information learned during a trip at the annual Student Research Colloquium or at a Brown Bag event. If the presentation is given at a Brown Bag event, the Faculty will have to schedule the event in collaboration with the Brown Bag coordinator and the Student Affairs Committee Chair.

***Timeline:***

**October 17, 2014** **at noon** **and** Final date to submit funding requests for Student Travel

**February 06, 2015 at noon**

**October 24, 2014 and** Faculty notified of decisions

**February 13, 2015**

**TBA**  StudentResearch/Creative Activity Colloquium at Kent State University at Tuscarawas or Brown Bag event (when appropriate)

### Kent State University at Tuscarawas

**Student Travel Fund Form**

**Please type the following information:**

# \*Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course name and number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(\*): For a group of students, the Instructor is required to provide a list of all students participating on the trip.

**Reason(s) for the trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mode of travel:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of the trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Trip Description:** in no more than 250 words, explain how this trip will further the learning experience of participants beyond the classroom.

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**Overall budget requested:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On a separate document, include a detailed budget for this trip.

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Student Signature Date Faculty Signature Date

**Please submit completed proposals to Dr. Adrian Jones,**

**Chair, Student Affairs Committee, by October 17, 2014 and February 06, 2015 at noon.**

Date received by Student Affairs Committee Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Affairs Committee Members: Adrian Jones, Chair; Don Gerbig; Bill Auld; Ashley Galati; Bao Qi Feng; Chayanis Aungunggool; Elaine Mott; James R. Carlton; Kathy Davis Patterson; Vladimir Gurau.