

Student Travel Application

Kent State University Tuscarawas Announces Opportunities for Funding Student Travel during the 2018-2019 Academic Year

Purpose: The purpose of the Kent State University 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, study abroad opportunities, and travel to museums or historic sites.

Note: This funding opportunity is not intended to support student travel to conferences for the purpose of presenting; please see the Student Conference Presenter application instead.

Eligibility and Scope: All current students at Kent State University Tuscarawas are eligible. A Faculty member of the Tuscarawas Campus must coordinate the trip, and, when appropriate, a university representative should aim to accompany students. Students must coordinate with a faculty member to complete an application, either for a group of students or a single student, before submitting their application to the Chair of the Student Affairs Committee. When a group of students is engaged in travel, each student is required to provide a statement on the impact of the trip for their professional development as part of the application. An approval or denial decision will be sent to students and their faculty coordinator after review of applications by the Student Affairs Committee. Each year, two sessions will take place, one session during the Fall semester and a second session during the Spring semester.

Note: Faculty mentors are not eligible for this fund. Faculty needing funding assistance for conferences should use their professional development fund, the supplemental travel money available at KSUT, and/or submit a request to the KSU University Research Council.

Deadline:

- Fall session: November 2, 2018 at 5:00pm, for trips taking place during the Fall semester of academic year 2018-2019.
- Spring session: March 15, 2019 at 5:00pm, for trips taking place during the Spring or Summer semester of academic year 2018-2019.

Process and Procedures:

- Trips must be coordinated by a Kent State University Tuscarawas Faculty member; and when appropriate, a faculty representative should aim to accompany students at the activity.
- Proposals must be submitted to the Committee Chair, Dr. Ashley Galati, by **November 2, 2018 and March 15, 2019, respectively**. Proposals may be submitted to Dr. Galati electronically, in .pdf or MS Word format, at argalati@kent.edu, or in hard-copy, room B-126, Founders Hall. **Proposals must include all of the information requested on the attached application form.** Incomplete proposals may be rejected.

- Applicants will be notified of the status of their requests by **November 9, 2018 and March 22, 2019, respectively**. Typically, funds will be available after approval is given.
- Travel arrangements must be made with the Business Office (ideally) before the trip to ensure that University policies are met and liabilities are minimized. Please contact Waliah Poto at wpoto@kent.edu or call 330-308-7403.
 - This includes vehicle rental, air transportation, meals, registrations, hotels, etc.
 - Please save all receipts from your travels.
- The absence authorization/expenditure estimate must be submitted with the student travel fund form. Electronic forms are available through the Business Office (please contact Waliah Poto at wpoto@kent.edu).
- Hold harmless forms must be filled out by the faculty member for any travel. The hold harmless form is online at <https://www.kent.edu/generalcounsel/hold-harmless-data-form>
- 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 may depend on the number of students involved in the trip and the travel distance.
- Students have the option to present the information learned during a trip at the annual Kent State University Tuscarawas Student Colloquium on Research, Scholarship, and Creative Activity or through an individual poster display. Individual poster displays will be coordinated through the Chair of the Student Affairs Committee.

Timeline:

Fall 2018

November 2, 2018 at 5:00pm Final date to submit funding requests for Student Travel

November 9, 2018 at 5:00pm Faculty & students notified of decisions

Spring and Summer 2019

March 15, 2019 at 5:00pm Final date to submit funding requests for Student Travel

March 22, 2019 at 5:00pm Faculty & students notified of decisions

For Presenting Findings/Sharing Newly Learned Information

**April 15, 2019
7:00pm** Kent State University Tuscarawas Student Colloquium on Research, Scholarship, and Creative Activity

TBA Individual posters to be displayed on the Tuscarawas Campus (coordinated with the Committee Chair)

**Kent State University Tuscarawas
Student Travel Fund Form**

Please neatly print the following information:

*Full Name: _____

Address: _____

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.

Location: _____

Mode of travel: _____

Date of the trip: _____

Amount requested: \$ _____

On separate sheets of paper, please type a description of the trip in no less than twelve-point font. Use double spacing with at least one-inch margins on all sides. Please restrict your proposal to no more than five pages; use appendices if necessary. **ENSURE THAT YOU FOLLOW THE GUIDELINES BELOW:**

1. **Reason(s) for trip:** in no more than 150 words, explain the general purpose of the trip.
2. **Trip Description:** in no more than 250 words, explain what event(s) the participants will be engaged in and *how* this experience will further the learning of participants beyond the classroom.
3. **Budget:** On a separate document, include a detailed budget for this trip including information about lodging, food, travel arrangements, etc.

Use this page as the cover sheet for your travel proposal *after* obtaining your faculty mentor's signature.

Student Signature

Date

Faculty Signature

Date

**Please submit completed proposals to Dr. Ashley Galati, Chair,
Student Affairs Committee, by November 2, 2018 and March 15, 2019 at 5:00pm.**

Date received by Student Affairs Committee Chair: _____

Student Affairs Committee Members: William Auld; Tony Dallacheisa; Wensheng Kang; Dhruva Panthi; Roshinee Perera; Chitra Rajagopal; Joe Vanfossen; Kyle Winkler