

## UNDERGRADUATE STUDENT FUNDING - THROUGH STUDENT AFFAIRS

Undergraduate students within the College of Arts and Sciences may request funding in support of travel from Student Affairs. In order to be eligible for funding all of the following criteria must be met.

- ❖ Undergraduate status at the time of travel.
- ❖ Travel to a conference / performance / exhibition where the student will actively participate by presenting a paper, performing, or exhibiting work etc.
- ❖ A sharing of cost by the student, the academic department, and the College of Arts and Sciences.

In order to apply for funding all the following must be submitted:

1. This application form with all signatures.
2. A brief statement of endorsement by a sponsoring faculty member (on this form).
3. A brief budget for the trip (travel, lodging, registration fees, per diem, etc).
4. A program or letter of acceptance etc. for the meeting, performance, or exhibition that indicates your participation.
5. A brief narrative (250 word maximum) justifying the trip and indicating the academic benefits you expect to gain from the activity.

Applicant: \_\_\_\_\_ Department: \_\_\_\_\_

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

Dates of Activity: \_\_\_\_\_ Activity Location: \_\_\_\_\_

Title/Brief Description of Activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Total Budget: \$ \_\_\_\_\_ *Note: You will need to submit original receipts for reimbursement*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Contribution to Budget: \$ \_\_\_\_\_

Chair Signature: \_\_\_\_\_ Departmental Contribution to Budget: \$ \_\_\_\_\_

Sponsoring Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsoring Faculty Statement of Support: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Contribution to Budget: \$ \_\_\_\_\_

**RETURN THIS APPLICATION TO: COLLEGE OF ARTS AND SCIENCES DEAN'S OFFICE**

**Shirley Clayton, Peck Hall, Room 3432**

**Campus Box 1608**

**Tel: 618 650 5067**