

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE
COLLEGE OF ARTS & SCIENCES

**Guidelines and Information
Graduate and Undergraduate Student Travel Requests**

1. Travel support is available from the CAS to a registered undergraduate or graduate student seeking to present a scholarly poster or paper, present a juried exhibition or performance, or engage in similar activities related to their educational experience at SIUE.
2. All student travelers must be sponsored by a mentor (faculty/instructor) in their department or program. All students must obtain permission before traveling (submit travel requests to the CAS at least 2 weeks in advance of traveling).
3. CAS student travel awards will be made on a matching basis, although the match need not be 1:1. Sources of matching funds should include the student's academic department/program, faculty research grants, the Graduate School (see #5 below), the Undergraduate Research and Creative Activities program (URCA), the Senior Assignment Travel Fund (see #4 below), Excellence in Undergraduate/Graduate Education funds, external private or public funds, and the student's own resources.
4. **Undergraduate** students should apply for travel support using the CAS Undergraduate Student Travel Request forms available on the CAS website. Please fill out a travel request and a budget form and provide all documentation – submissions without all required documentation will be returned. Note: if the travel request is for the presentation of undergraduate Senior Assignment or URCA, please go to the Senior Assignment web page (http://www.siue.edu/artsandsciences/student_travel.shtml) or the URCA web page (<https://www.siue.edu/urca/prospective/apply.shtml>) and fill out and submit the SRA/URCA travel form along with the CAS Undergraduate Student Travel Request. Please submit the travel request to the CAS first and then the CAS will send the request to the SRA/URCA office. Undergraduate students must fill out and submit a Travel Release form if making a presentation (available at http://www.siue.edu/graduatestudents/pdf/GradStudTravelRequest_ReleaseWaiverLiability).
5. **Graduate** students seeking matching travel funds to make a presentation should apply through the CAS Associate Dean's Office to the Graduate School using the appropriate Graduate School forms. Forms and eligibility criteria are available on the Graduate School web page (<http://www.siue.edu/graduatestudents/fellowshipsandgrants/travel-grants.shtml>) and should be filled out and submitted to the CAS Associate Dean. Note that a graduate student must fill out and submit a Travel Release form if making a presentation (available at <http://www.siue.edu/graduatestudents/fellowshipsandgrants/travel-grants.shtml>).
6. For all student travel, please estimate the travel budget conservatively. For questions about SIUE travel policies, please consult (http://www.siue.edu/ap/travel_voucher_guideline_07_08.shtml).
7. **Upon return from the trip**, every undergraduate and graduate student must fill out and submit a CAS Student Travel Spending Record (http://www.siue.edu/artsandsciences/student_travel.shtml) with their reimbursement request to the CAS Office.
8. Per the federal "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", SIUE is required to collect and report crime statistics from local law enforcement agencies for certain non-campus lodging facilities where SIUE students are housed in reference to University sponsored overnight student travel. These reporting requirements include domestic as well as overseas travel arrangements regarding SIUE sponsored activities involving students. In order for a lodging facility to be governed by these reporting requirements, **ALL** three of the following criteria must apply:
 - The travel must be sponsored by SIUE in direct support of educational purposes;
 - Students must utilize the lodging facility and
 - The lodging facility must be used for either
 - Three (3) or more consecutive nights; or
 - On an annual basis of three (3) or more consecutive years regardless of the length of stay.

The Clery Act form is available from <http://www.siue.edu/police/> or from Steve Springer, SIUE Police Department (stespri@siue.edu; x5528) or at

9. Please TYPE all forms (all forms available on the CAS website). If you have questions, please contact Renee Seganfredo in the CAS Dean's Office (rseganf@siue.edu; x5067).

Revised 15 July 2015