

**Southern Illinois University Edwardsville**  
**College of Arts and Sciences**

**Application for Student Travel Support**

**Guidelines and Information**

1. Travel support is available to registered students seeking to attend field schools, study abroad, present scholarly papers, or engage in similar activities related to their educational experience at SIUE. Supported student travelers must receive course credit for activities related to their travel.
2. Student travelers must be sponsored by a permanent faculty member in their department or program. Faculty members are ordinarily limited to two student sponsorships per year, although additional students may be sponsored at the Dean's discretion.
3. CAS awards will be made on a matching basis, although the match need not be 1:1. Sources of matching funds might include the student's academic department/program, faculty research grants, the Graduate School (see #6 below), the Undergraduate Research Academy, the SIUE Assessment Office, Excellence in Undergraduate/Graduate Education, external private or public funds, and the student's own resources.
4. Before the close of the academic year of travel, student travelers must submit a one page typewritten essay describing the educational benefits obtained by the travel activity. Sponsoring faculty agree to review these essays for grammar, spelling, and style. These essays will be used in fund-raising activities to support student travel.
5. The Dean will divide travel funds into at least two different pools, one to be disbursed early and another later in the fiscal year.
6. Graduate students seeking matching funds (\$200 limit) should apply directly to the Graduate School using the appropriate Graduate School forms. Forms and eligibility criteria are available on the Graduate School web page ( <http://www.siu.edu/GRADUATE/orp/stufund.html> )