REVISED September 2018

Change to application deadlines

To: Faculty Members

From: FDC Chair

# Requesting FDC Funds for Student Travel to Professional Meetings

Faculty sponsors may request **up to $750 per student** to cover the expenses of students whom they take to professional meetings or conferences. Faculty sponsors should make requests directly to the Faculty Development Committee chair on the "Request for Allowance for Students to Attend Professional Meeting" form (page two below). Note that the FDC subsidizes only student travel. Faculty apply directly to Dean Goldey for their own professional travel funds.

While all travel requests will be considered, priority will be given to requests meeting the following guidelines:

1. The request must demonstrate substantial participation by the student (i.e. paper or poster presentation or other similar professional activity). The FDC rarely funds travel for a student who simply attends a meeting.
2. Generally, funding will be available for one student per presentation. Appeals for exceptions may be made directly to the Faculty Development Committee Chair.

3. All student travel requests must be considered BEFORE the travel occurs. Do not take students on trips and assume that they will be reimbursed. Approved funding **is** contingent on student participation (see below), but faculty may request travel funds before students’ participation in a conference is confirmed/accepted.

4. **The deadlines to submit travel requests are July 1st, October 1st, and March 1st. The three deadlines allow FDC to make informed and equitable decisions in a limited-budget environment.**

**In July and October, FDC will consider requests for travel meant to occur at any point during the current academic year. In March, FDC will consider requests for travel meant to occur during the remainder of the current academic year.** For example, a faculty member may submit a request by or before the October 1st deadline for a conference occurring in April. Similarly, a faculty member may submit a request by or before March 1st for a conference occurring in April. A faculty member may **not** submit a request by the March deadline for travel meant to occur during the next academic year.

**Requests submitted in between deadlines will be considered at the subsequent deadline.** For example, if a faculty member applies for funding in mid-September, FDC will consider their request with the batch of requests coming in at the October 1st deadline and will not inform the faculty member until shortly after that deadline. Faculty traveling in late summer or early in the fall are encouraged to request funding by the July deadline.

**FDC will set aside a percentage of funds for each deadline, which will ensure that some money is reserved for travel occurring late in the school year. Leftover funds from earlier in the year will roll over to Spring.**

5. Due to budgetary constraints, requests for food allowances for students are not considered. Please be economical when coordinating student travel (e.g., carpooling and students sharing hotel rooms when possible and appropriate).

* ***Please be aware: all funding is totally contingent on availability. There is absolutely no guarantee that any request will be funded to the stated maximums.***

**REQUEST FOR ALLOWANCE FOR STUDENTS TO ATTEND**

**PROFESSIONAL MEETING**

Send this completed form to the Faculty Development Committee chair. Requests will be considered shortly after the July 1st, October 1st, and March 1st deadlines.

FACULTY MEMBER'S NAME:

STUDENT NAME(S):

NAME OF MEETING OR SPONSORING ORGANIZATION:

PLACE AND DATE(S) OF MEETING:

DATE(S) STUDENT(S) WILL ATTEND:

BRIEFLY DESCRIBE THE NATURE OF THE STUDENT(S) PARTICIPATION AT THE MEETING, IF ANY:

ESTIMATED EXPENSES: \*Please include all eligible expenses, even if the total exceeds $750 per student.

|  |  |
| --- | --- |
| Transportation |  |
| Room (receipt required) |  |
| Registration Fee |  |
| Total |  |

IF THE AMOUNT REQUESTED EXCEEDS $750 PER STUDENT, PLEASE JUSTIFY:

FACULTY SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

APPROVED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(FDC Chair)

Reimbursement for student expenses which have been approved by the Faculty Development Committee can be obtained by taking this form and any necessary receipts to the Dean's Office. If advance payment is needed, see the Dean at least one week before you leave for the meeting.