

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. These requests should be made 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 Cusato 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.
 4. **All student travel requests must be made by mid-March, of the current academic year**, when summer grants are awarded. The FDC spends its entire budget at this point—there is no more money. Therefore, if you are taking students to a meeting in March, April, or May, you need to plan ahead.
 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).
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- ***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 regularly throughout the year.

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 MEMBER'S SIGNATURE: _____

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.