

Student Travel Application Check List

1. Has application been typed?
2. Has application been proofread?
3. Has the correct priority category number been obtained from the attached guidelines?
4. Has the presenter included full name of event?
5. Has presenter indicated with an * the name of the author(s) presenting?
6. Has presenter included names of all members attending the conference?
7. Has purpose of conference been described in detail?
8. Are other sources of funding being provided for this trip? If so, include only items not funded by other sources.
9. Has money from the Student Travel Fund been received during the current fiscal year? (September 1 - August 31)
10. Have appropriate signatures been obtained? Please remember, applications without proper signatures will be returned. If you are unsure of signatures needed, please obtain advice from your faculty advisor/sponsor.
11. Are 24 copies of your application and attachments ready to be submitted to the Office of Student Life? (Written faculty endorsements to support your request are welcomed to be attached to your application.) **Please note:** There is no need to make 24 copies of receipts. If trip has been completed before submitting application form, please attach receipts to the original application.
12. Has application met the selected deadline?
Please note: Applications can be submitted before or after a trip is completed as long as the trip falls during the current fiscal year (September 1-August 31).
13. If student is notified of funding, please return funding letter, along with receipts, within two weeks after completion of trip to the Office of Student Life for reimbursement.