

Please read before completing the application

TWU makes every effort to support student travel but funding cannot be guaranteed. This Committee has been designed for the sole purpose of assisting student's with their travel expenses after all other funding sources have been exhausted.

Application Deadlines for the Fall 17/Spring 18 School Year

- **October 5, 2017**
- **January 11, 2018**
- **March 29, 2018**
- **June 28, 2018**

Eligibility

- Travel must take place between September 1, 2017 - August 31, 2018 and the application must be submitted by the above deadlines
- Student must be enrolled at the time of travel
- Student must not have received Student Travel funding in the same academic year
- Travel must be demonstrated to be beneficial to the University
- Travel can be before or after application. Funding will not be provided until after original receipts have been received after the trip.
- **THIS FUND IS NOT DESIGNED TO REIMBURSE DEPARTMENTS AND IS NOT ELIGIBLE TO DO SO.**

Application Requirements

- **Application MUST BE typed (except for required signatures)**
- **Original plus 20 copies must be included when submitted**
- **Must turn in on or before deadline by 5:00PM**
- **Incomplete or untyped applications will be returned to the student**

Application Process

- Submitted applications are disbursed to each of the committee members on the Denton, Dallas and Houston campuses within 3 business days following the deadline
- Committee members complete their reviews and rankings
- Committee members hold a meeting and evaluate each applicant
- Applicants will receive a notification via email approximately 1 - 3 business days following committee review meeting regarding their request
- Awarded recipients will need to provide ORIGINAL receipts along with award letter email within (2) two weeks after travel has been completed
Failure to submit original receipts in time can result in a forfeit of your award.
- Committee review meetings for the Fall 17/Spring 18 school year are:
October 20, 2017
February 2, 2018
April 20, 2018
July 20, 2018

(Please keep this page for your records)

Please contact Beth Lewis or Diocelin Martiner at 940-898-3565 for additional questions

STUDENT TRAVEL APPLICATION

Applicant Information

Name (First & Last): _____ TWU ID Number: _____

Mailing Address (Include City, State & Zip): This is the mailing address we will use to send any award checks!

TWU Email: _____ Phone: _____

Classification: _____ Major: _____

Graduation Date: _____

As long as you are enrolled at the time of travel you are eligible to apply for Student Travel Funding

Travel Details

Please select the purpose or your travel: _____

Event/Conference Location (Include City, State, Country): _____

Name of Event/Conference (NO ABBREVIATIONS):

Travel Start Date: _____ Travel End Date: _____

Are you attending and/or presenting as an Organization Officer? _____

Presentation/Paper Title (If not applicable, type N/A):

Are you the sole author/presenter (if applicable): _____

List all TWU authors/presenters in appropriate order:

Describe your specific role in attending this event/conference and how it benefits the University:

Expense Listing & Funding Sources

Please note: Awarding is NOT guaranteed and all funding is subject to internal audit. Approved award recipients will be required to provide ORIGINAL receipts and are subject to the modification in the event additional funding sources are provided after an award amount has been granted.

Provide estimated EXPENSE amounts:

Air Fare _____

Car Rental _____

Hotel _____

Conference Fees _____

Meals _____

Total Travel Expenses:

Total Funding Sources:

Expenses minus Funding:

Provide estimated FUNDING SOURCES:

TWU Department Funded _____

Grant/Contract _____

Other (Ex. Scholarship) _____

Total Amount Requested from the Student Travel Committee: _____

Signatures (Typing not required)

By signing this document you agree to the best of your knowledge that all information provided is truthful and accurate and you understand that all information listed in this application is subject to internal audit. **Remember that the Student Travel Fund is designed to assist the student and is not eligible to reimburse departments.**

Name of Academic Department: _____

Department Phone Number: _____

The committee reserves the right to contact the appropriate department to verify any departmental funding sources.

Students Name

Student Signature

Date

Advisor/Sponsor Name

Advisor/Sponsor Signature

Date

Department Chair Name

Department Chair Signature

Date