

Student Travel Fund Policy

Description of policy

Based on availability, English majors and minors may apply for travel funding through the Department of English or the Writing Center. This funding may be used as part of a grant match application or partial funding for a trip. This policy describes the process of applying for student travel funding.

Funding Sources

There are two sources of student travel funding available through the Department of English.

1. **Book Transfer Fund** – This travel fund is generated through the sales of books transferred to the Department of English by professors.
2. **Writing Center Fund** – This travel fund is allocated through student program fees.

Requirements

Travel funds available through the Department of English Book Transfer Fund may only be used by declared English majors or minors with a minimum grade point average of 3.5.

Travel funds available through the Writing Center Fund must be used for Writing Center-related travel and are available to any major with a minimum grade point average of 3.5. Applicants must be a current Writing Center tutor, Writing Fellow, 0990 tutor, or enrolled in the Tutor Practicum class.

Funding Limitations

Depending on fund availability, up to \$200 per trip is available for out-of-state travel or up to \$100 per trip is available for in-state travel.

Student Travel Fund Application Procedure

1. **Application Form** – Applicants must fill out a Student Travel Application Form.
2. **Deadline** – Student applications for travel funding must be received a minimum of 60 days prior to the trip.

Review and Acceptance

The Department Chair and Associate Chair will review applications for the Book Transfer Fund on a rolling basis and awards will be given based on availability of funding.

The Writing Center Director and Department Chair will review applications for the Writing Center Fund on a rolling basis and awards will be given based on the availability of funding.

Distribution of Awards

The Department of English will work with winners of awards to submit travel authorization paperwork prior to the trip. When the traveler returns, travel reimbursement paperwork must be completed within 10 calendar days of the return. The travel funding will be considered along with all other grants and sources of funding. Thus, there will be no direct award of the travel funding until all expenses are calculated after the trip.

STUDENT TRAVEL FUND APPLICATION FORM

Application Date: _____

I am applying for (please check one):

- Writing Center Tutor Fund – In-State (\$100)**
- Writing Center Tutor Fund – Out-of-State (\$200)**
- English Department Book Transfer Fund – In-State (\$100)**
- English Department Book Transfer Fund – Out-of-State (\$200)**

Applicant Name: _____

Major/Emphasis: _____

Current Overall SUU GPA: _____

Class Standing (check one): **Freshman,** **Sophomore,** **Junior,** **Senior**

Description of Proposed Travel: _____

Estimated Expense Breakdown:

Airfare: _____ **Lodging:** _____ **Meals:** _____ **Mileage:** _____ **Other:** _____

Total Estimated Cost of Trip: _____

Please attach an abstract describing why you are traveling and the nature of your project.