

# STUDENT TRAVEL

*(Please be advised that incomplete forms may not receive consideration.)*

**APPLICATION FOR TRAVEL & EXPENSE FUNDS FOR STUDENT  
PARTICIPATION IN AN OFF-CAMPUS ACADEMIC-RELATED CONFERENCE OR PERFORMANCE**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_ F# \_\_\_\_\_  
ACADEMIC MAJOR \_\_\_\_\_  
PLEASE INDICATE IF YOU ARE AN UNDERGRAD OR GRAD STUDENT \_\_\_\_\_

## CONFERENCE/EVENT INFORMATION

TITLE/DESCRIPTION \_\_\_\_\_  
DATE(s) \_\_\_\_\_ LOCATION \_\_\_\_\_  
PARTICIPATING ADVISOR(S) \_\_\_\_\_  
APPROXIMATE DISTANCE (from Fredonia campus) \_\_\_\_\_ MILES

- Presenting paper, poster or creative work (attach description)  
TITLE \_\_\_\_\_
- Attending only

## EXPENSES

TRAVEL*	\$ _____	
CONFERENCE FEE	\$ _____	
LODGING & FOOD	\$ _____	
OTHER	\$ _____	
TOTAL	\$ _____	TOTAL REQUESTED \$ _____

\*Indicate if travel is by personal car, state car, train, or air.

Other Funding      Source \_\_\_\_\_      Amount \$ \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## APPROVAL

PROJECT ADVISOR \_\_\_\_\_ DATE \_\_\_\_\_

DIRECTOR OF OSCAR \_\_\_\_\_ DATE \_\_\_\_\_

AMOUNT APPROVED \$ \_\_\_\_\_

(Please see back of form for more information.)

# INSTRUCTIONS

## Student Travel Form

### Student/Conference Information

- When completing the personal information, students should include an e-mail address in case there are any questions upon processing the form, and the address to which he/she would like the reimbursement sent.
- In the “Conference/Event Information” area, the title of the conference/event, etc. should be listed, along with the dates and the location that the student will be traveling to. The approximate distance is necessary to help figure the reimbursement for students who are performing or presenting at a conference (see below).
- Please be sure all relevant blanks are completed and that a description of the conference/event is included.

### Expenses

Approximate expenses should be itemized next to:

- travel (auto mileage if driving own car, air/train ticket, etc.)
- conference fee
- lodging & food (breakfast and dinner only)
- other (tolls, parking, taxi, etc.)

### Reimbursement Rates

The major PRESENTER will receive up to a maximum amount as indicated on the chart below:

Within 200 Miles from Fredonia	Up to \$250
200 miles to 400 miles from Fredonia	Up to \$350
Over 400 Miles	Up to \$500

- ALL WHO ARE ATTENDING ONLY or accompanying a major presenter WILL RECEIVE A MAXIMUM OF \$150, regardless of distance.
- If additional funding has been obtained from other source(s), indicate the source and amount.

### Authorization/Reimbursement Procedures

- Upon completing the form, the student should sign and date the form, have the project advisor or accompanying advisor, attach an abstract if you are the major presenter, and forward the completed form to the Director of Student Creative Activity and Research, Jack Croxton, W349 Thompson Hall (Psychology Department).
- The OSCAR committee will meet to discuss all travel requests. Once decisions have been made, an e-mail will be sent to the student(s) with a copy to the advisor indicating how much travel money was approved.
- Upon returning from the trip, all receipts should be submitted to Tracy Horth, 111 Reed Library for processing of your reimbursement. Reimbursement can take up to two to three weeks.
- Reimbursement will not exceed the originally approved amount.
- Please note that only expenses incurred by you for your own expenses can be reimbursed to you. We cannot reimburse you for expenses paid on your behalf by another person or for expenses you paid for on someone else's behalf.

*Please be aware that if you are awarded travel money, you will be expected to present at the annual Student Research and Creative Activity Exposition to be held on April 26, 2012. The call for proposals for the expo will be out at the beginning of the spring semester.*