

STUDENT TRAVEL

*Please be advised that incomplete or illegible forms may not receive consideration. PLEASE PRINT.
Instructions are on back.*

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

NAME _____ PHONE _____ F# _____

PERMANENT ADDRESS (street, city, zip) _____

ARE YOU A WORK STUDY STUDENT? STUDENT ASSISTANT? FSA EMPLOYEE? NONE? (please circle one)
If yes, you will need to provide your "N" ID number from your paycheck stub for reimbursement.

E-MAIL ADDRESS _____ ACADEMIC MAJOR _____

ARE YOU AN UNDERGRADUATE OR GRADUATE STUDENT? (please circle one)

CONFERENCE/EVENT INFORMATION

TITLE/DESCRIPTION _____

DATE(s) _____ LOCATION _____ INTERNATIONAL TRAVEL? Yes No

PARTICIPATING ADVISOR(S) _____

APPROXIMATE DISTANCE (from Fredonia campus) _____ MILES

International travel and emergency insurance is required for international travel. Contact the Office of International Education to enroll.
International.education@fredonia.edu or 673-3451

Presenting paper, poster or creative work (attach description – REQUIRED)

TITLE _____

Attending only

EXPENSES

Please see the back of this form for an explanation of expenses that should be included in each category.

TRAVEL \$ _____

CONFERENCE FEE \$ _____

LODGING \$ _____

FOOD \$ _____

OTHER (please explain) \$ _____

TOTAL \$ _____ TOTAL REQUESTED \$ _____

Other Funding Source _____ Amount \$ _____

STUDENT SIGNATURE _____ DATE _____

APPROVALS

PROJECT ADVISOR _____ DATE _____

DIRECTOR OF OSCAR _____ DATE _____

AMOUNT APPROVED \$ _____ ACCOUNT NUMBER _____

INSTRUCTIONS

Student Travel Form

Student/Conference Information

- When completing the personal information, please include an e-mail address in case there are any questions upon processing the form.
- 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. Incomplete applications will not be processed.

Expenses

Approximate expenses should be itemized next to:

- travel (indicate if travel is by personal car, state car, plane, train, etc.)
- conference fee (registration fee)
- lodging (amount of hotel cost multiplied by the number of nights)
- food (breakfast and dinner only – lunch is not reimbursable)
- other (tolls, parking, taxi, etc.)

Reimbursement

- Applying for funds does not guarantee funding. OSCAR receives an allocation for student travel each year. Funding is based on amount allocated to the program and the number of applicants applying for funds.
- If additional funding has been obtained from other source(s), indicate the source and amount.

Authorization/Reimbursement Procedures

- Upon completing this form, the student must sign and date the form and the project advisor or accompanying advisor must also sign the form. Attach an abstract if you are the major presenter, and forward the completed form to Robyn Reger, School of Business, 710 Maytum Hall.
- 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 and a completed travel voucher should be submitted Robyn Reger at 710 Maytum Hall for reimbursement. Reimbursement can take up to two to three weeks. **REIMBURSEMENT REQUESTS MUST BE SUBMITTED WITHIN 30 DAY DAYS OF RETURNING FROM THE TRIP OR YOU WILL NOT BE REIMBURSED – NO EXCEPTIONS.**
- 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 note that receipts must be in YOUR name. We cannot guarantee reimbursement if receipts are turned in and they are not in your name.**

Please be aware that if you are awarded travel money, you will be expected to present at the annual Student Creative Activity Exposition to be held in April. The call for proposals for the expo will come out in February.