

DEAN'S OFFICE
APPLICATION FOR STUDENT ACADEMIC TRAVEL SUPPORT

Today's Date _____

Student Name _____

Student #ID _____ H WS HWS

Date(s) of conference _____

Location of conference _____

Title & Description of conference _____

At this conference, I will be:

- Attending only
- Presenting a paper
- Presenting a poster
- Other: _____

Attach acceptance email or letter from conference organizers

Proposed Expenses:

Registration	
Transportation	
Lodging	
Food	
Other	
TOTAL	

Student Signature _____

Sponsoring Faculty Signature _____

Class Dean's Name _____

Dean's comment and recommendation -

*Please return this fully completed form (with attachment) to William Smith or Hobart Dean's Office in Smith Hall (first floor).

Support for Students Academic Travel

Policies and Sources

Students may obtain financial support for academic travel in the following ways:

- HWS Deans, normally \$200 to attend, \$300 to present a poster or to present a paper.
- Departments and Programs, primarily for their majors and minors as funds permit.
- Provost's Office, through the allocation by a faculty member of his/her travel funds.
- President's Office.

Please note that the requests for financial support involving clubs, or for more co-curricular activities, should be directed toward BAC and WSC/HSA.

Application Procedures

1. Student picks up/downloads application form. (see attached form)
2. Student submits the application at least three (3) weeks before the date of the event.
3. Student saves and submits upon return documentation of all supported expenditures.
4. Upon return, the student submits a letter describing how their own education was furthered by the event.
5. The student must offer some public, on-campus presentation of their learning. This may be to a department, a club, at the senior symposium, a poster in a hallway, etc.