Kent State University at Tuscarawas
Application for Student Travel Fund

Purpose: The purpose of the Kent State University at Tuscarawas Student Travel Fund is to allow students to expand their learning experience beyond the classroom via off campus academic activities including, but not limited to field trips, travel to museums, and travel to historic sites.

Note: This funding opportunity is not intended to support student research/creative activity conferences for the purpose of presenting.

Eligibility and Scope: All current students at Kent State University at Tuscarawas are eligible. A Faculty member of the Tuscarawas Campus must coordinate the trip. Requests must be submitted directly to the Chair of the Student Affairs Committee by a faculty member for a group of students or for a single student. Upon completion of the review of all applications by the Student Affairs Committee, an approval or denial decision will be sent to the applicant. Each year, two sessions will take place, one session during the Fall semester and a second session during the Spring semester.

Deadline:  
- Fall session: October 28, 2016 at noon, for trips taking place during the Fall semester of academic year 2016-2017.
- Spring session: February 17, 2017 at noon, for trips taking place during the Spring or Summer semester of academic year 2016-2017

Process and Procedures:  
- Trips must be coordinated by a Kent State University at Tuscarawas Faculty member.
- Trips must be coordinated with the Business Office before any travel arrangements have been made to ensure that University policies are met and liabilities are minimal.
  - This includes vehicle rental, air transportation, meal per diems, registrations, hotels, etc.
- The absence authorization/expenditure estimate must be submitted with the student travel fund form.
- Hold harmless forms must be filled out by the faculty member for any travel. The url for the hold harmless form is: http://www.kent.edu/universitycounsel/hold-harmless.cfm
- Trip proposals must be submitted electronically in .pdf format, to the Committee Chair, Dr. Ashley Galati at argalati@kent.edu by October 28, 2016 and February 17, 2017. Proposals must include all of the information requested on the attached application form. Incomplete proposals or proposals submitted after the deadline may be rejected.
• Applicants will be notified of the status of their requests by **November 4, 2016 and February 24, 2017.** Typically, funds will be available after approval is given.

• Funds are up to $800 per application. This maximum amount is not guaranteed, but contingent on the number of funding requests received and in appropriate increments as determined by the Committee. Additionally, funds allocated will depend on the number of students involved in the trip and the travel distance.

• Students will present the information learned during a trip at the annual Student Research Colloquium or through an individual poster display. Individual poster displays will be coordinated through the Chair of the Student Affairs Committee.

**Timeline:**

October 28, 2016 at noon and February 17, 2017 at noon

Final date to submit funding requests for Student Travel

November 4, 2016 and February 24, 2017

Faculty notified of decisions

April 17, 2017

Student Research/Creative Activity Colloquium at Kent State University at Tuscarawas

TBA

Individual posters to be displayed on the Tuscarawas Campus (coordinated with the Committee Chair)
Kent State University at Tuscarawas  
Student Travel Fund Form

Please neatly print the following information:

*Full Name: ________________________________________________________________
Address: ___________________________________________________________________
E-mail: ___________________________ Phone: ________________________________
Course name and number: ____________________________________________________
Course Instructor: ____________________________________________________________

(*) For a group of students, the Instructor is required to provide a list of all students participating on the trip.

Location: __________________________________________________________________
Mode of travel: __________________________________________________________________
Date of the trip: __________________________________________________________________
Amount requested: $____________

On separate sheets of paper, please type a description of the trip in no less than twelve-point font. Use double spacing with at least one-inch margins on all sides. Please restrict your proposal to no more than five pages; use appendices if necessary. **ENSURE THAT YOU FOLLOW THE GUIDELINES BELOW:**

1. **Reason(s) for trip:** in no more than 150 words, explain the general purpose of the trip.
2. **Trip Description:** in no more than 250 words, explain what event(s) the participants will be engaged in and how this experience will further the learning of participants beyond the classroom.
3. **Budget:** On a separate document, include a detailed budget for this trip including information about lodging, food, travel arrangements, etc.

Use this page as the cover sheet for your travel proposal after obtaining your faculty mentor’s signature.

___________________________________________________________________________
Student Signature Date Faculty Signature Date

*Please submit completed proposals to Dr. Ashley Galati, Chair,  
Student Affairs Committee, by October 28, 2016 and February 17, 2017 at noon.*

Date received by Student Affairs Committee Chair: _____________________________

Student Affairs Committee Members: Bill Auld; Tony Dallacheisa; Kathy Davis Patterson; Christopher Fenk; Vladimir Gurau; Wensheng Kang; Vas Patibandla; Chitra Rajagopal