

# REQUEST FOR STUDENT TRAVEL FUNDING

**Instructions:** Fill out each question/request. Save document (CTRL-S or CMD-S). Send to Faculty Sponsor for signature approval. Email completed document to [chss@rowan.edu](mailto:chss@rowan.edu)

**Name**

**Banner ID number**

**Class year:**

**Your Major/s; Minor/s; CUGS (you must be a CHSS major or minor):**

**Faculty Sponsor:**

**Purpose of your travel:**

- **What conference/seminar/opportunity are you attending?** (please include a link to the conference website or other documentation such as a letter of invitation):

**Are you presenting work or just attending?**

If presenting work, please provide a brief description of the work you are presenting.

**Please provide the amount you are requesting with general breakdown of costs** (registration fee, airfare, Per Diem as listed at <https://www.gsa.gov/travel/plan-book/per-diem-rates>, etc.):

**Please detail your efforts to secure funding from other sources** (your department, the SGA, external funding where relevant, etc.). Please also list who you spoke with to request funds.

**Please explain how participating in this event will help you academically and/or further your professional goals. Be specific in describing how this opportunity bolsters your academic and career potential.** (no more than 250 words).

# CHSS Student Application to Request Funds for Travel

## Guidelines

### Who is Eligible?

- All College of Humanities and Social Sciences (CHSS) majors and minors are eligible to submit an application. However, CHSS majors have priority.
- Students are only permitted to request funding for travel that is related to their CHSS discipline.
- Students who are presenting work are given higher priority.

### Prior to Submission

- Students are required to seek funding from other sources (academic departments, Student Government Association, etc.) prior to requesting funds through this process.
- Students must share their application with a faculty sponsor prior to submitting it. A list of eligible faculty sponsors can be found on the CHSS Student Travel website.

### Submission Guidelines

- It is encouraged that students submit their request for funds well in advance of their travel, if possible. Deadlines for submission are: **September 20<sup>th</sup>**, **January 31<sup>st</sup>**, and **April 17<sup>th</sup>**. The Student Travel Committee will review requests shortly after each of these deadlines and notify students of the status of their request.
- If students are not able to request funds prior to a deadline, they are still encouraged to submit their application.
- All applications should be submitted to [chsscps@rowan.edu](mailto:chsscps@rowan.edu).

### Review Process

- The selection committee will assess applications based on the applicants' academic record, financial need, and the importance of participating in the event for their academic and/or professional growth.

### Reimbursement

- If approved, all costs can be paid directly by the CHSS Dean's office except meals and gas (if applicable). These costs must be paid by the student at time of purchase and reimbursed upon return from travel.