

ASUAF Student Travel Funding Application Procedures and Guidelines

NO APPLICANT IS GUARANTEED FUNDING
Turn in Complete Application to ASUAF office in Wood Center

1. Student Travel Fund application packets are available in the ASUAF offices in the Wood Center or online at asuaf.org. Packets include procedures and guidelines as well as an application. Applications must be turned into the ASUAF offices in the Wood Center.
2. Applications may be submitted in person in the ASUAF offices located in the Wood Center. (Room 119 next to the bowling alley). **The application should be turned into the silver ballot box on the front desk.** Ask if you are unsure. Applications may also be faxed to the ASUAF office at 474-5157. Emailed applications will not be considered.
3. Only current students who pay the ASUAF fee (usually anyone taking 3 or more credits) may apply for ASUAF student travel funding. Applications may be submitted for individuals or groups, such as clubs or research teams.
4. Only academic travel by students or club-related travel by clubs is eligible for ASUAF student travel funding. Some examples of acceptable proposals are travel to an event at which the student will be presenting a paper or other academic work, training conferences related to the student's area of study, travel to leadership conferences, travel to internships, or travel related to a club's purpose.
5. **Funding may only be used for lodging and transportation expenses. Funding cannot be used on food, phone calls, registration fees, or room service, among other things.**
6. **Deadline for application:** This semester, applications are due on Friday, November 13th by 5pm. The due date changes every semester. Late applications will not be considered.
7. For the fall 2009 ASUAF Student Travel application, travel may have occurred as early as July 1, 2009. Travel may occur as late as May 31, 2010. However, receipts and other documentation must be turned into the ASUAF offices in person on or before May 31, 2010.
8. Itemized budgets and supporting information are required. Applications that do not include itemized budgets will not be considered. An itemized budget will enable the evaluation committee to determine the maximum amount of funding each applicant may receive. Budgets should include registration fees (if applicable), transportation costs, lodging and food expenses, and any other costs that may be relevant.
9. Applications will be reviewed by the ASUAF Executive Committee. The committee can allocate a total of \$4000 this semester. The committee expects to receive at least a few dozen applications.
10. Funding is limited. Not all applications receive funding.

Do not submit this page with application. Keep for your records.

11. Within two weeks of the application deadline, the Executive Committee will make funding recommendations to the Senate in the form of a Senate bill. The names of those recommended to receive funding will be in the bill, as will the amounts recommended and to what the funds may be applied. The Executive Committee will email applicants once this bill is written.
12. All funding is subject to Senate approval, meaning that applicants may contest the Executive Committee's recommendation at the appropriate Senate meeting. Information regarding this will be sent to all applicants within two weeks of the application deadline.
13. Once the Senate has approved the spring travel funding, applicants will be emailed a list of recipients, as well as the amounts received and to what the funds may be applied.
14. Be sure to completely fill out the application. Incomplete applications will not be considered.
15. A letter of recommendation from a faculty member in a relevant department is suggested. An advisor signature is required. An advisor must be a faculty member, but is not required to be a student's academic advisor. Signatures from the academic advising department will not be accepted.
16. An application must meet one of the following criteria to be considered:
 - a. Students, clubs, or organizations making academic presentations (i.e. papers, posters, speeches)
 - b. Students, clubs, or organizations attending leadership conferences
 - c. Students attending a conference, seminar, or symposium relative to their field of study
 - d. Clubs or organizations attending a conference, seminar, or symposium relative to their field of interest
 - e. Students attending an internship
17. An application will not be considered when the primary purpose of the trip is to seek employment.
18. Funding works on a reimbursement basis. The student or club must pay all expenses upfront, and then present valid receipts in order to be refunded.
19. In order to receive a reimbursement check, bring original physical receipts to the ASUAF office in person on or before May 31, 2010. Appointments are not required, but one may be set up by calling 474-7355. The Executive Officer will process the receipts, and a reimbursement check will be mailed.
20. For additional questions or further clarification, please contact the ASUAF office at 474-6031 or 474-7355, or email chair@asuaf.org

Applicant: please keep the PROCEDURES AND GUIDELINES (pages 1-3).

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Sample Budgets

	cost	#days	total
lodging	\$35	4	\$140
airfare	\$750		\$750
bus pass	\$5		\$5
registration	\$150		\$150
TOTAL			\$1,045

	cost	#days	# people	total
lodging	\$42.76	3	4	\$480
airfare	\$567.84		4	\$2,000
registration	\$50.00		4	\$200
TOTAL				\$2,680

	cost	#days	total
lodging	\$110.00	7	\$770.00
airfare (domestic)	\$431.97		\$431.97
airfare (international)	\$1,000.00		\$1,000.00
TOTAL			\$2,201.97

	cost	#days	Total
lodging	\$76.00	3	\$228.00
airfare (redeemed miles)			\$0
bus pass	\$11.50		\$11.50
registration	\$65		\$65
TOTAL			\$304.50

Important: ASUAF cannot fund some of the items that should appear on your itemized budget. Student travel funding may only be used for lodging and transportation. **Funds may not be used for, among other things, office supplies, registration fees, taxi tips, food, room service, phone charges, movies, etc.**

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Last name: _____
Last four digits of ID: _____

Fall 2009 ASUAF Student Travel Funding Application

Applicant Information (Please type or print legibly in ink.)

Name of person submitting application (first, middle, last): _____

Date of birth: _____ Last four digits of student ID: _____

Mailing address: _____

Telephone: _____ or _____ Email: _____

Name of club/organization traveling (if applicable): _____

Name of conference/competition: _____

Classification (circle): undergraduate / graduate Presenting (circle): yes / no

Total request: _____ Total budget: _____

Conference/Competition Information

Briefly describe the conference/competition: _____

What benefit would this travel bring to the University and the Fairbanks community?

Executive Committee use only

Received by: _____

Recommendation: yes / no

Amount: \$ _____

Last name: _____
Last four digits of ID: _____

Destination: _____ Dates: _____

Mode of travel (circle): airline / personal vehicle / rented vehicle / train / ferry / teleportation /
other (list) _____

Number of students traveling: _____ (be prepared to justify the number of students traveling)

What other funds are you seeking? (Seeking funds from other sources is expected.)

What other funding have you obtained?

Have you used ASUAF student travel funds in the past? _____ If so, when? _____

Suggested: Attach a letter of recommendation from a faculty member in a relevant department.

Faculty Advisor – read and sign:

I certify that I have read this ASUAF Student Travel Funding Application, including the attached budget, that the applicant is my student and/or advisee, and is a student in good standing at the University of Alaska Fairbanks, that all information in this application is accurate to the best of my knowledge, that the budget is realistic, and that this student is likely to attend this conference or competition.

Faculty Advisor name: _____

Department: _____ Email: _____ Telephone: _____

Faculty Advisor signature: _____ Date: _____

Applicant – read and sign:

I certify that I have read and agree to the current rules and directions for the ASUAF student travel funding program, and certify that all information I have provided in this application is accurate. I further grant permission to the ASUAF Executive Committee and the ASUAF Executive Officer to verify my status as a student in good standing at the University of Alaska Fairbanks, and my eligibility for the student travel funding.

Applicant signature: _____ Date: _____

Last name: _____
Last four digits of ID: _____

Submit this page with group travel requests only.

By signing my name below, I understand all of the requirements and restrictions I must abide by as a recipient of the ASUAF Student Travel funds as listed in the ASUAF Student Travel Fund Application Procedures and Guidelines.

Name _____ Date: _____

Signature _____ Last 4 of ID: _____

Name _____ Date: _____

Signature _____ Last 4 of ID: _____

Name _____ Date: _____

Signature _____ Last 4 of ID: _____

Name _____ Date: _____

Signature _____ Last 4 of ID: _____

Name _____ Date: _____

Signature _____ Last 4 of ID: _____

Name _____ Date: _____

Signature _____ Last 4 of ID: _____

NOTE: All individuals applying for travel funds on this application must sign this form. Please copy form if you need more signature lines.