**Student Travel Request Form**

**Application Deadlines: October 1, December 1, February 1, May 1**

**PLEASE PRINT Legibility or Type Form**

**This two page application must be filled out completely**

 **(Including notes on page two read and initialed)**

Submission Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CWID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current **LOCAL** Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (if **NO LOCAL** mailing address):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Undergraduate Student\_\_\_\_\_ Graduate Student\_\_\_\_\_

Current Year at UA: \_\_\_Freshman \_\_\_Sophomore \_\_\_Junior \_\_\_Senior Expected Graduation Date\_\_\_\_\_\_\_\_

Are you currently in the Emerging Scholars Program? \_\_\_\_\_Yes \_\_\_\_\_No

If **Yes**, who is your faculty mentor? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been in the Emerging Scholars Program? \_\_\_\_Yes \_\_\_\_\_No

If so when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Event/Conference You Plan to Attend:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website Address for Event/Conference You Plan to Attend: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If there is no website, please include a letter from your director/instructor detailing the event/research/conference, etc. you wish to attend.

Date(s) of Travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Travel: \_\_\_Conference \_\_\_Present & Attend \_\_\_Field Research \_\_\_Creative Activity \_\_\_Research

Location of Travel (City, State, & Country if Traveling Outside US):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount You Are Requesting: \_\_$150 \_\_$250 \_\_\_$350 \_\_\_$500 \_\_\_Other (specify amount) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your Department Contributing to Your Travel Funding: Yes\_\_\_\_ No \_\_\_\_ Amount \_\_\_\_\_\_\_\_\_

If Traveling Internationally, Have You Applied for Funding from Capstone International? \_\_\_\_Yes \_\_\_\_No

Graduate Students: Have You Applied for Funding From The Graduate School? \_\_\_\_Yes \_\_\_\_No

List Any Additional Sources (including scholarships/grants) and Amounts of Funding You Received or May Receive: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Have You Applied for Travel Funding from The College of Arts and Sciences Before? \_\_\_No \_\_\_Yes If Yes, When and What Type of Funding Did You Apply For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department Chair Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Continue to Page 2**

**PLEASE initial below stating you have read the following.**

**NOTE:** After the committee meets, applicants are notified by mail and/or email of any awarded monies they may receive. The awarded monies are provided to the student via check from Student Receivables. If the check is not picked up from Student Receivables within an approximate time frame, Student Receivables will mail the check the address listed on myBama. Should you have **ANY** outstanding debt owed to The University of Alabama, your awarded monies will be applied to the debt. Having an outstanding debt with The University of Alabama will reduce or even eliminate your travel money awarded to you by The College of Arts and Sciences.

\*\*If you are unable to participate in your travels, you MUST notify The College of Arts and Sciences. The awarded monies will be removed from your account.\_\_\_\_

**PLEASE initial below stating you have read the following.**

\*\*By initialing this form, I understand I MUST present documentation including, but not limited to; a copy of program/conference, name tag, receipts pertaining to travel, and a travel report submitted no later than ONE MONTH from my return to The Arts & Sciences Dean’s Office. Should I not provide the information, I realize any awarded monies by The College of Arts and Sciences Dean’s office will be removed from my student account. \_\_\_\_

**PLEASE initial below stating you have the following items attached BEFORE submitting your application**

\*\*Detailed budget is included \_\_\_\_

\*\*Detailed description why funding is being requested for travel\_\_\_\_

\*\*Information from website/director/instructor regarding trip is included\_\_\_

\*\*I understand this money is for educational research use\_\_\_\_

\*\*OK to send email notification of awarded monies\_\_\_\_

Please contact Amanda Collins, with The College of Arts and Sciences Dean’s Office, at 348-2520, or agcollins1@as.ua.edu, if you have any additional questions regarding the application process. Applications must be submitted to The Office of the Dean located at 105 Clark Hall, attention Amanda Collins.

Dean’s Office Only

Approved \_\_\_ Not Approved\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notification Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Revised 2013 January