**College of Arts, Social Sciences, and Humanities**

**Procedure for Student Travel Grants from the Dean’s Office**

CASSH recognizes the importance of continuing professional development for CASSH students. Therefore, the College provides funding assistance for those students presenting or attending professional meetings.

Upon submission of the Student Travel Grant request form, the Dean’s office will review and may provide funding to students at twice the department contribution, up to a maximum of:

 Up to $200.00 from CASSH for students attending professional meetings

 Up to $300.00 from the CASSH for students presenting at professional meetings

Funding is limited and not all requests may be approved. Students can request funds by working with their Department faculty or chair to complete the Student Travel Request Form. The Department Chair or Academic Department Associate (ADA) submits the form to the CASSH Deans Office- Attn: Business Manager.

Department Chairs and the ADA will be notified of CASSH support for student travel. A travel e-reimbursement with receipts will need to be submitted by the student to the department for reimbursement. Registration and/or travel arrangements may be prepaid by the department at their discretion. **Please be sure the student follows all University and UW System guidelines regarding travel, lodging, meals and incidentals.**

The ADA will request a budget transfer of the awarded funds from the CASSH Deans office after travel is completed. This request can be in the form of an email to the Business Manager. The Business Manager will complete a budget transfer request to add budget funds to the department 102 account in the amount the award indicated.

If the department is aware of a request for a larger group of students (6 or more), it is requested the department notify the CASSH Business Manager as soon as possible in order to assist in assuring sufficient funds are available.

**College of Arts, Social Sciences, and Humanities**

**Request for Student Travel Grant**

Student should include a one page proposal that describes the nature of the travel and how the outcomes of the travel will impact their academic and/or professional growth.

More than one student can be put on this form if attending the same conference.

**SUBMIT COMPLETED FORM TO: casshdeansoffice@uwlax.edu**

 DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT LAST NAME STUDENT FIRST NAME

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT LAST NAME STUDENT FIRST NAME

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT LAST NAME STUDENT FIRST NAME

RECOMMENDING DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONFERENCE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CONFERENCE LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATES OF TRAVEL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 DEPART RETURN

**-- Cost Estimates --**

|  |  |
| --- | --- |
| **Registration:** |  |
| **Transportation:** |  |
| **Lodging:** |  |
| **Meals:** |  |
| **Other (list):** |  |
| **TOTAL:** |  |

**Travel Support funding Provided by Academic Department: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Faculty/Advisor Signature Department Chair Signature

Dean’s Office Use

**Travel Grant Award: $ \_\_\_\_\_\_\_\_\_\_\_**

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

Dean or Dean’s Representative Signature Date