



## College of Liberal Studies Student Travel Grants

The College of Liberal Studies (CLS) recognizes the importance of continuing professional development for CLS students and therefore the Dean provides funding assistance for those students presenting or attending professional meetings. The Dean's office will provide funding to students at double the **department contribution** up to a maximum of \$100 from the College of Liberal Studies for students attending professional meetings and up to a maximum of \$200 from the College of Liberal Studies for students who are presenting at professional meetings. Funding is limited, and not all requests are approved. Students can request funds by working with their department chair to complete the Student Travel Request Form. The department chair will submit the form to the CLS Dean's office.

Department chairs will be notified of CLS support for student travel. Funds will be transferred to department accounts for dispersal to student recipients. A travel expense form with required receipts will need to be submitted by the student to the department for reimbursement of expenses. The department will forward the signed form and receipts to the College of Liberal Studies Dean's Office. In some instances, registration and/or travel expenses can be prepaid by the department.

If the department knows a requested amount for a larger number of students (i.e. 6 or more), notify the College of Liberal Studies Dean's Office as early as possible in order to help ensure sufficient funds are available.



## Request for **Student** Travel Support College of Liberal Studies

Name \_\_\_\_\_  
 (Last) (First) Recommending Department Date

\_\_\_\_\_  
 Campus Address Campus Phone

\_\_\_\_\_  
 Organization and Event

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

**Attach a 1 page proposal that describes the nature of your travel and how the outcomes of the travel will impact your academic and/or professional growth.**

**Cost Estimate:** (Refer to Travel Guidelines, available from University Financial Administration on the web at: <http://www.uwlax.edu/travel/>)

TRANSPORTATION	Auto \$:	Airfare \$:	Total:
LODGING	Number of nights:	\$ per night:	Total:
MEALS	Number of days:	\$ per day:	Total:
REGISTRATION/FEES	Registration Fee (circle)	\$:	Total:
MISCELLANEOUS	Itemize:	\$:	Total:
MISCELLANEOUS	Itemize:	\$:	Total:
			Grand total:

**Approval of Supporting Department:**

List funding provided by the supporting department: \$ \_\_\_\_\_

List other student members of the Department also attending: \_\_\_\_\_

\_\_\_\_\_  
 Department Chair's Signature

\_\_\_\_\_  
 Sponsoring Advisor/Faculty Signature

**List other sources of support such as registration waiver, foundation grants, external grants, etc. below:**

Total \$ \_\_\_\_\_

**Total Cost of Travel:** \$ \_\_\_\_\_

**Total Amount Requested from the College of Liberal Studies:** \$ \_\_\_\_\_

**Total Amount Granted:** \$ \_\_\_\_\_

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Dean's or Dean's Representative Signature