

# Student Travel Fund Guidelines and Procedures

The purpose of the TAMIU Student Travel Fund is to provide monetary assistance to individual students who wish to attend conferences for professional development related to his/her academic pursuits at TAMIU. To provide assistance to as many students as possible 1) total funds per student may not exceed \$500 and 2) a student may receive funds no more than once per academic year. Priority will be given to individual students. Assistance for students traveling as part of student organizations may be considered at the end of the spring semester if funds are available.

## Eligibility Guidelines

1. The applicant must be a current TAMIU student.
2. Be in good standing for his/her classification.
3. Graduate students must be enrolled for a minimum of 6 semester hours and undergraduate students must be enrolled for a minimum of 12 semester hours at TAMIU.
4. Applicant must be pursuing a degree or certificate program at TAMIU.
5. Student must be actively participating (presenting paper, serving as panelist, etc.) in the conference/meeting.
6. To ensure adequate time for review, the application must be received by the Office of Student Success at least two weeks prior to travel.

## Application Procedure

1. Complete all sections of the *Student Request for Travel Funds* application.
2. Provide proof of conference participation (acceptance letter, registration receipt, written verification from faculty advisor, etc).
3. Provide explanation as to your role in the conference and the importance of this conference in your academic career at TAMIU.
4. Complete a Travel Liability Waiver Form (applications without this form will not be considered).

## Reimbursement Procedure:

1. Upon written notification of award, you will need to provide your Student ID number.
2. During your meeting: Save receipts from travel (airfare, taxi, gas), registration, food and lodging receipts as available.
3. Upon return: Attach your receipts to the award letter then deliver to the Office of Student Success, USC 224 (don't forget to keep copies for your personal records).
4. Reimbursement requests will be processed after receipts have been turned in to Student Success office. Checks are usually ready within one week after processing has been completed. Celinda Sarabia from The Office of Student Success will notify you when your check arrives.
5. Monies not claimed within 1 month of return date may be returned to the Student Travel Fund.