

Student Travel Fund Guidelines and Procedures

The Purpose of the TAMIU Student Travel Fund is to provide monetary assistance to **undergraduate 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 a student may receive financial assistance only once per academic year.

Eligibility Guidelines

1. The applicant must be current enrolled TAMIU student.
2. Be in good academic and conduct standing for his/her classification.
3. Must be enrolled for a minimum of 12 semester hours at TAMIU.
4. Applicant must be degree seeking in a program at TAMIU.
5. Student must be actively participating (presenting paper, serving as panelist, performing, competition, etc.) in the conference/meeting.
6. To ensure adequate time for review, the application must be submitted to the Office of Vice President for Student Success at least two weeks prior to departure.

Application Procedure

1. Complete the *Student Request for Travel Funds* application on Trailblazers website.
2. Provide proof of conference participation (acceptance letter, Invitation, registration receipt, written verification from faculty advisor, etc.)
3. Provide a memo explaining your role in the conference and the importance of this conference to your academic success.
4. Complete a *Travel Liability Waiver* Form on-line at <http://www.tamiu.edu/studentsuccess/stuttravel.shtml> (applications without this form will not be considered for funding).
5. Provide an itinerary with names and ID numbers of students traveling.

Reimbursement Procedure

1. During your conference/meeting: Save all detail receipts from travel (airfare, taxi, gas), registration, food and lodging. {non reimbursable expenses: alcohol, any kind of medications and souvenirs}
2. Upon return: Submit all receipts within a week of arrival to the Office of Student Success, ZSC 224 (don't forget to keep copies for your personal records).
3. Reimbursement requests will be processed after receipts have been submitted.

Please Note: The complete process for reimbursement may take up to 2 weeks.