

## **College of Liberal and Applied Arts**

### **Student Travel Guidelines**

**Purpose:** Students may apply for funding to support academic travel for graduate and undergraduate students enrolled in major programs in the College of Liberal and Applied Arts. Academic travel includes presentations, conferences, and data collection/research.

**FALL TRAVEL SUBMISSION DEADLINE: November 8, 2024, 5pm**

**SPRING TRAVEL SUBMISSION DEADLINE: March 21, 2025, 5pm**

#### **Requirements:**

1. Applications and the completion of travel must be made within the **same fiscal year** (Sept. 1, 2024, through Aug. 31, 2025). Students can apply for funds before or after travel is completed.
2. All student travel must be relevant to an academic program within the college. A student must be enrolled at the university at the **time of the application** and **at the time of the trip**.
3. A student can only be funded for one trip per fiscal year (September through August).
4. The CLAA Student Awards Committee will only consider complete applications filled out according to instructions.

Link to the form: <https://www.sfasu.edu/academics/colleges/liberal-applied-arts/about/forms>

#### **INSTRUCTIONS FOR STUDENTS:**

- a. Enter your Faculty Sponsor and the Department Administrative Assistant's (Admin) names and their SFA email address. Select continue. It will take you to the form.
- b. Fill out required sections of the travel request using the electronic pulldown menu to enter trip dates, destination, purpose and upload attachments. Once your part is complete and you have signed the document, select the submit button at the bottom of the form. It will be routed to the Faculty Sponsor for signature, then to the Admin.
- c. When the Admin. receives the form, they will send an email to your SFA/jacks email address to schedule an appointment to enter the expenses. Funds available for travel from other sources (i.e., grants, scholarships, departments, etc.) must be disclosed.
- d. Once Admin completes the expense portion of the form, they will sign, and it will be routed to the Student Awards Committee for review.
- e. Students, Faculty, and Admins will receive email notifications throughout the application process.

Students selected for funding by the committee are responsible for following all instructions to be supplied by the Student Awards Committee and the Department Administrators regarding post-travel documentation of expenses to receive funds.