

SPRING 2017 ASUAF Student Travel Funding Application

This packet includes Procedures and Guidelines

NO APPLICANT IS GUARANTEED FUNDING | INCOMPLETE APPLICATIONS WIL NOT BE CONSIDERED

APPLICATIONS DUE: 5PM Tuesday, February 28th, 2017

Questions? Call ASUAF at 907-474-7355 or email us at <asuaf.office@alaska.edu>

ELIGIBILITY

1. Only **ASUAF MEMBERS** (students who are taking 3+ credits on UAF campus and have paid the fee) in good academic standing may apply for this travel funding.
2. Applications may be submitted for **INDIVIDUALS** or **GROUPS** (such as clubs or research teams)
3. **PURPOSE** for the travel must meet at least **ONE** of the following criteria:
 - a. To make an academic presentation (paper, speech, etc.)
 - b. To attend leadership conference or perform public or humanitarian service.
 - c. To attend conference, seminar, or symposium relative to traveler's academic studies.
 - d. To attend conference, seminar, or symposium relative to club or organization interest.
 - e. To attend an internship or perform research related to traveler's academic pursuits.
4. Funding is only applicable for **LODGING** and/or **TRANSPORTATION** expenses. Funding **MAY NOT** be used for food, phone calls, room service or registration fees.
5. You may apply for funding if your travel occurs between **JULY 1st, 2016**, and **MAY 31st, 2017**.

Funding for travel occurring in June 2017 must be reviewed and approved case-by-case.
6. Travel sponsored by a UA department or club is strongly encouraged but not required.

APPLICATION INSTRUCTIONS

1. Fill out the application, attach your essay. Keep these instruction pages for your own reference.
2. Applications **MUST** include an **ITEMIZED BUDGET**. (See the attached sample budget.)
 - a. Budgets should include ALL costs related to the travel, even if they are not eligible for funding or you intend to pay out-of-pocket. (Such as registration, food, etc.)
 - b. Budgets should also show fundraising and other forms of financial assistance you are receiving.
3. Applications **MUST** include a signature from a **FACULTY ADVISOR**.
 - a. If your travel is associated with a club or organization, it must be the club faculty advisor on file.
 - b. UAF Staff or Administrators may be substituted for faculty only with special permission.
 - c. A letter of recommendation from a relevant faculty member is strongly encouraged but optional.

Do not submit this page with application. Keep for your records.

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APPLICATION INSTRUCTIONS - CONTINUED

4. Application may be submitted:
 - a. **IN PERSON** to the ASUAF office located in the Wood Center: Room 119 next to the bowling alley. Please turn in our application to the reception desk or in the after-hours drop-box.
 - b. **BY FAX** to 907-474-7271 (please call to confirm receipt)
 - c. **BY EMAIL** to <asuaf.office@alaska.edu>

FUNDING PROCESS

1. Applications will be reviewed by the ASUAF Senate Executive Committee. The committee has \$15,000 available for travel allocations this semester. **Not all applicants are guaranteed funding.**
 - a. The Executive Committee will make a final funding recommendation to the ASUAF Senate in the form of a sponsored Bill, which will be discussed at an open Senate meeting.
 - b. All funding is subject to ASUAF Senate approval.
2. A funding decision should be completed by **mid-March, 2017**.
3. Applicants will be contacted by email once the decision has been finalized.

REIMBURSEMENT PROCESS

1. Funding is typically applied on a **POST-TRAVEL REIMBURSEMENT** basis.
 - a. Traveler/s or club must generally pay all expenses upfront, presenting valid **ORIGINAL** receipts to ASUAF upon return.
4. All travel receipts and other documents are due to the ASUAF Office within **10 DAYS AFTER TRAVEL AND BEFORE 5PM JUNE 1st 2017**.
 - a. If you have scheduling conflicts, special circumstances may apply, contact ASUAF for details.
 - b. There is some flexibility for extenuating circumstances or travel that is sponsored by another UA department. Please contact the office for details.
 - c. Reimbursements will be processed in the order received; checks are typically mailed.

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MAIN APPLICANT INFORMATION

Name (Last, First, Middle Initial):
Student ID Number:
Mailing address:
Telephone: or Email:
Total number of students traveling:

Travel Destination:
Date(s): through
Total request: \$ Total budget: \$

Classification: Undergraduate Graduate Student

Name of club/organization traveling (if applicable):

APPLICANT (Read and sign below)

I certify that I have read and agree to the current rules and directions for the ASUAF student travel funding program, and certify that all information I have provided in this application is accurate. I further grant permission to the ASUAF Executive Committee and the ASUAF Office Manager to verify my eligibility for the student travel funding.

Applicant signature: _____ Date:

FACULTY ADVISOR (Read and sign below)

I certify that I have read this ASUAF Student Travel Funding Application, including the attached budget, that the applicant is my student and/or advisee, and is a student in good standing at the University of Alaska Fairbanks, that all information in this application is accurate to the best of my knowledge, that the budget is realistic, and that to my knowledge the student/s is/are traveling for the stated purpose.

Faculty Advisor Name (Last, First, Middle Initial):
Department:
Telephone: or Email:

Advisor signature: _____ Date:

Optional: Attach a letter of recommendation from the above or another relevant faculty member.

SPRING 2017 ASUAF Student Travel Funding Application

Fill out this page for GROUP travel requests only

By signing below, I agree to the rules listed in the ASUAF Student Travel Fund Application Procedures and Guidelines.

ALL FIELDS ARE REQUIRED. (print additional pages if needed.)

If you are the main applicant on Page 1 you do not need to list yourself here.

1. Name (Last, First, Middle Initial): Student ID Number:

Signature: _____

2. Name (Last, First, Middle Initial): Student ID Number:

Signature: _____

3. Name (Last, First, Middle Initial): Student ID Number:

Signature: _____

4. Name (Last, First, Middle Initial): Student ID Number:

Signature: _____

5. Name (Last, First, Middle Initial): Student ID Number:

Signature: _____

6. Name (Last, First, Middle Initial): Student ID Number:

Signature: _____

7. Name (Last, First, Middle Initial): Student ID Number:

Signature: _____

8. Name (Last, First, Middle Initial): Student ID Number:

Signature: _____

9. Name (Last, First, Middle Initial): Student ID Number:

Signature: _____

10. Name (Last, First, Middle Initial): Student ID Number:

Signature: _____

SPRING 2017 ASUAF Student Travel Funding Application

A. Please attach an essay that answers the following questions:

1. Describe your travel plans; method of transportation, dates, lodging.
2. Describe the event you plan to attend.
3. Will you be making a presentation at this event?
4. What benefit would this travel bring to UAF and the Fairbanks community?
5. What other funds are you seeking?
6. What other funding have you obtained? Include all fundraisers, donations, etc.

THE FINAL TWO QUESTIONS (Optional) DO NOT HAVE BEARING DURING THE SELECTION PROCESS:

7. Will you be able to use partial funding if the committee cannot fully fund your request?
8. If requested to do so, would you or your group be able to present or write a reflection on your travel experience and present it to the ASUAF Senate after the trip?

B. Attach a typed, itemized budget:

Budgets should include **all** funding sources and expenses, including registration fees (if applicable), transportation costs, lodging and food expenses, and any other costs that may be relevant.

SAMPLE BUDGET

FUNDING SOURCES				GOAL	SECURED
Club Fund				\$500	\$500
ASUAF Travel Funding (pending)				\$900	-
Valentine's Day Bake Sale ❤️				\$63	\$63
URSA (pending)				\$400	-
Personal costs (out of pocket) \$50 each x 2 travelers				\$100	\$100
TOTAL GOAL Fund-raising income for this travel				\$1,963	\$1,063
EXPENSES	Detail	Amount	Quantity	TOTAL	Requested
Transportation	Airfare (domestic)	(airline miles)	2 tickets	-	-
	Airfare (international)	\$750/person	2 tickets	\$1,500	\$500
	Bus Pass	\$11.50/person	2 passes	\$23	-
Lodging	Hotel	\$50/night	4 nights	\$200	\$400
Registration	Conference Pass	\$75/person	2 passes	\$150	-
Food	Award banquet	\$45/person	2 tickets	\$90	-
TOTAL				\$1,963	\$900

Remember: ASUAF cannot fund some of the items that should appear on your itemized budget. **Student travel funding may only be used for lodging and/or transportation.** Funds may not be used for, among other things, office supplies, taxi tips, food, room service, phone charges, registration, movies, etc.

↑ ↑
 These amounts should match
 the front page of your application

ASUAF TRAVEL APPLICATION ESSAY/BUDGET Template

(This form is provided for your convenience as a drafting tool; we encourage you to format and use your own documents)

1. Describe your travel plans:

2. Describe the event you plan to attend:

3. Will you be making a presentation at this event?

4. What benefit would this travel bring to UAF and the Fairbanks community?

5. What other funds are you seeking?

6. What other funding have you obtained?

FUNDING SOURCES (how will this trip be paid for?)	GOAL	SECURED
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL BUDGET GOAL (Fund-raising income for this travel)	*\$	\$
TRAVEL EXPENSES (airfare, lodging, registration, etc.)	TOTAL	THIS REQUEST
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL	*\$	\$

*(*These should match)*