

FALL 2017 ASUAF Student Travel Funding Application

****NO APPLICANT IS GUARANTEED FUNDING | INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED****

APPLICATIONS DUE: 11:59pm Monday, November 6th, 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 be eligible 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/humanitarian service
 - c. To attend conference, seminar, or symposium relating to traveler's academic studies
 - d. To attend conference, seminar, or symposium relating to club or organization
 - e. To attend an unpaid internship or perform research related to traveler's academic pursuits
4. Funding is only applicable to **LODGING** and **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, 2017**, and **JUNE 10th, 2018**.
6. Travel coordination by a UA department or club is strongly encouraged but not required.

APPLICATION INSTRUCTIONS

1. Fill out the **APPLICATION**. Include a valid email address (*this will be the main form of communication*)
 - a. Applications **MUST** include a signature from your **FACULTY** advisor.
 - i. UAF Staff or Administrators may be substituted for faculty with special permission
 - b. Applications **MUST** include names and signatures of **ALL** potential travelers.
2. Write and attach an **ESSAY** addressing the following:
 - a. Describe your travel plans, (method of transportation, dates, lodging.)
 - b. Describe the event you plan to attend.
 - c. Will you be making a presentation at this event?
 - d. What benefit would this travel bring to UAF and the Fairbanks community?
 - e. What other funds are you seeking and/or obtained? (Fundraisers, donations, etc.)
3. Create and attach an **ITEMIZED BUDGET** (see sample budget on next page)
 - a. Budgets should include ALL costs related to the travel, even if they are not eligible for funding.
 - b. Budgets should also show other forms of financial assistance you are receiving
4. Attach a letter of recommendation from a relevant faculty member, (optional but encouraged.)
5. **SUBMIT** application materials to the ASUAF office (Wood Center 119)
 - a. Submit **IN PERSON**, by **FAX** (907-474-7271) or **EMAIL** <asuaf.office@alaska.edu>
 - b. Detach and keep this colored instruction page for your own reference

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REVIEW & FUNDING PROCESS

1. Applications are reviewed by the ASUAF Senate Executive Committee.
 - a. The committee is limited to **\$3,250** in travel allocations this semester.
 - b. The Executive Committee will make a final funding recommendation to the ASUAF Senate in the form of a Senate bill; all funding is subject to final approval by the ASUAF Senate.
2. A funding decision will be completed by **December 17th, 2017**.
3. Main 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 pays expenses up front, presenting valid **ORIGINAL** receipts to ASUAF upon return
 - b. If scheduling conflicts exist, special circumstances may apply, contact ASUAF for details.
 - c. There is flexibility for travel coordinated by UA departments; please contact the ASUAF office
 - d. Reimbursements will be processed in the order received; checks are typically mailed.
2. All travel receipts and other documents are due to the ASUAF Office **two weeks after the travel** has occurred. Failure to do so will result in a **loss of granted funds**. If travel occurred before being notified of funding, receipts and documents are due two weeks after receiving notification of funding.

SAMPLE BUDGET

Student travel funding may only be used for lodging and transportation. Funds may not be used for food, room service, phone charges, event registration, memberships, office supplies, etc.

****HOWEVER****

Budgets should include other related expenses, even if they are not eligible for reimbursement such as registration fees, shipping, food, etc.

SAMPLE BUDGET

Expense	Detail	Amount	Quantity	Total	Requested
Transportation	Airfare (domestic)	(airline miles)	2 tickets	-	-
	Airfare (international)	\$750/person	2 tickets	\$1,500	\$1,500
	Bus Pass	\$10/person	2 passes	\$20	\$20
	Teleportation	Free	2 transports	-	-
Lodging	Cozy Bear Hotel	\$100/night	4 nights	\$400	\$400
Registration	X-Treme all-day Pass	\$75/person	2 passes	\$150	-
Food	Award banquet	\$45/person	2 tickets	\$90	-
Shipping	Teddy Bear collection	\$15	1 box, UPS	\$15	-
TOTAL				\$2,175	\$1,920

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

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KEEP THIS PAGE FOR YOUR OWN REFERENCE

MAIN APPLICANT INFORMATION – This person must be traveling and will be the main contact (if group.)

Name (Last, First, Middle Initial):

Student ID Number:

Mailing address:

Telephone: or Email:

Total number of students traveling:

Travel Destination:

Event Name/Title:

Departure Date:

Return Date:

Total request from fund: \$ Total travel budget: \$

Classification: Undergraduate Graduate Student

Name of club/organization traveling (if applicable):

MAIN 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.

Applicant signature:

Date:

FACULTY ADVISOR (Read and sign below)

I certify that (1) I have reviewed this Funding Application, (2) the applicant is my student and/or advisee, (3) the budget is realistic, and (4) to my knowledge the student/s is/are traveling for the stated purpose herein.

Faculty Advisor Name (Last, First, Middle Initial):

Department:

Telephone (optional) Email:

Advisor signature:

Date:

Please consider writing a letter of recommendation for this request to assist with the funding decision.

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Fill out this page for GROUP requests ONLY: All Fields Required

By signing below, I agree to the rules listed in the stated procedures and guidelines.

1. Full Name:	<input type="text"/>	Student ID Number:	<input type="text"/>
<u>Signature:</u>		<i>[Office use only: <input type="checkbox"/> Member; <input type="checkbox"/> Standing; Initial:]</i>	
2. Full Name:	<input type="text"/>	Student ID Number:	<input type="text"/>
<u>Signature:</u>		<i>[Office use only: <input type="checkbox"/> Member; <input type="checkbox"/> Standing; Initial:]</i>	
3. Full Name:	<input type="text"/>	Student ID Number:	<input type="text"/>
<u>Signature:</u>		<i>[Office use only: <input type="checkbox"/> Member; <input type="checkbox"/> Standing; Initial:]</i>	
4. Full Name:	<input type="text"/>	Student ID Number:	<input type="text"/>
<u>Signature:</u>		<i>[Office use only: <input type="checkbox"/> Member; <input type="checkbox"/> Standing; Initial:]</i>	
5. Full Name:	<input type="text"/>	Student ID Number:	<input type="text"/>
<u>Signature:</u>		<i>[Office use only: <input type="checkbox"/> Member; <input type="checkbox"/> Standing; Initial:]</i>	
6. Full Name:	<input type="text"/>	Student ID Number:	<input type="text"/>
<u>Signature:</u>		<i>[Office use only: <input type="checkbox"/> Member; <input type="checkbox"/> Standing; Initial:]</i>	
7. Full Name:	<input type="text"/>	Student ID Number:	<input type="text"/>
<u>Signature:</u>		<i>[Office use only: <input type="checkbox"/> Member; <input type="checkbox"/> Standing; Initial:]</i>	
8. Full Name:	<input type="text"/>	Student ID Number:	<input type="text"/>
<u>Signature:</u>		<i>[Office use only: <input type="checkbox"/> Member; <input type="checkbox"/> Standing; Initial:]</i>	
9. Full Name:	<input type="text"/>	Student ID Number:	<input type="text"/>
<u>Signature:</u>		<i>[Office use only: <input type="checkbox"/> Member; <input type="checkbox"/> Standing; Initial:]</i>	
10. Full Name:	<input type="text"/>	Student ID Number:	<input type="text"/>
<u>Signature:</u>		<i>[Office use only: <input type="checkbox"/> Member; <input type="checkbox"/> Standing; Initial:]</i>	

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11. Full Name:

Student ID Number:

Signature:

[Office use only: Member; Standing; Initial:]

12. Full Name:

Student ID Number:

Signature:

[Office use only: Member; Standing; Initial:]