A&S Student Travel Request Form

2017-2018 Application Deadlines: August 25, October 2, January 12, and March 1

PLEASE PRINT Legibility or Type Form

This two page application must be filled out completely

(Including notes on page two read and initialed)

Submission Date: _____

Name: _____ CWID: _____

Current **LOCAL** Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Address (if **NO LOCAL** mailing address):_____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Phone Number: (____)_____

Major: _____ Department: _____

Undergraduate Student_____ Graduate Student_____

Current Year at UA: ___Freshman ___Sophomore ___Junior ___Senior Expected Graduation Date_____

Are you currently in the Emerging Scholars Program? _____Yes _____No
If **Yes**, who is your faculty mentor? _____

Have you ever been in the Emerging Scholars Program? ____Yes _____No
If so when? _____

Name of Event/Conference You Plan to Attend:
_____

Website Address for Event/Conference You Plan to Attend: _____
If there is no website, please include a letter from your director/instructor detailing the event/research/conference, etc. you wish to attend.

Date(s) of Travel: _____

Purpose of Travel: ___Conference ___Present & Attend ___Field Research ___Creative Activity ___Research

Location of Travel (City, State, & Country if Traveling Outside US):
_____ _____

Amount You Are Requesting: __$150 __$250 ___$300____Other (specify amount) $_____

Is your Department Contributing to Your Travel Funding: Yes____ No ____ Amount _____?

If Traveling Internationally, Have You Applied for Funding from Capstone International? ____Yes ____No

Graduate Students: Have You Applied for Funding from The Graduate School? ____Yes ____No

List Any Additional Sources (including scholarships/grants) and Amounts of Funding You Received or May Receive:
_____
_____

Continue to Page 2

Have You Applied for Travel Funding from The College of Arts and Sciences Before? ___No ___Yes
If Yes, When and What Type of Funding Did You Apply For:

_____

Department Chair Signature: _____

Student's Signature: _____

PLEASE initial below stating you have read the following.

NOTE: After the committee meets, applicants are notified by mail and/or email of any awarded monies they may receive. The awarded monies are provided to the student via check from Student Receivables. If the check is not picked up from Student Receivables within an approximate time frame, Student Receivables will mail the check the address listed on myBama. Should you have **ANY** outstanding debt owed to The University of Alabama, your awarded monies will be applied to the debt. Having an outstanding debt with The University of Alabama will reduce or even eliminate your travel money awarded to you by The College of Arts and Sciences.

**If you are unable to participate in your travels, you MUST notify The College of Arts and Sciences. The awarded monies will be removed from your account.____

PLEASE initial below stating you have read the following.

**By initialing this form, I understand I MUST present documentation including, but not limited to; a copy of program/conference, name tag, receipts pertaining to travel, and a travel report submitted no later than ONE MONTH from my return to The Arts & Sciences Dean's Office. Should I not provide the information, I realize any awarded monies by The College of Arts and Sciences Dean's office will be removed from my student account. ____

PLEASE initial below stating you have the following items attached BEFORE submitting your application

**Detailed budget is included ____
**Detailed description why funding is being requested for travel____
**Information from website/director/instructor regarding trip is included___
**I understand this money is for educational research use____
**OK to send email notification of awarded monies____

Please contact The College of Arts and Sciences Dean's Office, at 348-2520, or asdeansoffice@ua.edu, if you have any additional questions regarding the application process. Applications must be submitted to The Office of the Dean located at 105 Clark Hall.

Dean's Office Only
Approved ___ Not Approved___ By: _____ Amount _____
Action Date: _____ Notification Date: _____
Comments: _____