

Travel Award

ASCSU is offering a Travel Grant to applicable students who have the interest to attend a conference elsewhere, that will encourage positive educational development, and need partial funding for the conferences' travel-related expenses (**Excluding airfare**). Recipients of each award will be determined by evaluating the type of presentation, the type of conference, service the student provides to the university and community, whether the event will be in-state or out of state, and what the recipient hopes to gain from attending the conference. Below are the specifics involving the Travel Grant funds and how they will be distributed:

Fall/ Spring Semester:

\$20,000 TOTAL

For individual (3 students or less): *Maximum* \$300.00

For group (4 students or more): *Maximum* \$1,000.00

The Travel Grant will be allocated on a first-come, first-serve basis. If your group needs more than what is stated above, further steps will be required. Please contact Randall Kaemingk, Deputy Director of Finance, at ascsu_financeassist@mail.colostate.edu for further information. Please be sure to submit a Travel Award application as well as completed travel consent forms for each traveler 35 days prior to the event date via the following link: <https://docs.google.com/forms/d/e/1FAIpQLSeDju1yGpBINQL8ddoX9qvGvVovFZ1iaHJBsjpa6QpLjCMIIA/viewform>

Travel Consent Forms can be obtained from the ASCSU website: <https://ascsu.colostate.edu/of/> or by contacting the Deputy Director of Finance directly.

Recipients of the travel grant will be contacted by ASCSU's Deputy Director of Finance, Randall Kaemingk, to prove the specific conference positively contributed to the students' academic development. This will include an essay that **must be completed** two Fridays after the completion of the conference. If not completed, the student who is applying for a travel grant will not be eligible to apply the following year.

Eligibility: Any student who is enrolled as a full-time student is eligible. There is no preference given for type of degree or program of the applicant.

These factors are not considered in the scoring process:

- Applicants are encouraged to apply for the maximum amount for which they would like to be considered. Applicants will be considered for their selected amount and may be offered, via the Deputy Director of Finance, a lower amount based on the information given.
- Each applicant is only eligible to receive funding once per academic year.
- The Deputy Director of Finance will need proper documentation involving the specifics of the conference (i.e. link to the conference website, cost breakdown, receipts) to identify and advise the student on how much will be allotted for funding.
- Funding will be allocated on a first-come, first serve basis
- Must receive application 35 days prior to event date. This is due to purchasing department's wait time and other specifics involved in the funding process.

Requirements: *All applicants interested in receiving funding via the Travel Grant, must complete the following questions on a Google doc or Microsoft word document, and sent to the Director of Finance, ascsu_finance@mail.colostate.edu prior to their approval:*

- How the award money will be used
- Where the remainder of the funding will come from
- The account number that will be charged for the remainder of the funding
- Receipts/ documentation providing the specific amount of money that will be spent for the conference
- Why the applicant specifically wants to attend the conference

In reviewing these awards, an additional grader will be provided to maintain a non-partisan representation.

Reimbursement: The award can be used towards registration fees, lodging, food, ground transportation, or other necessities for conference attendance. **You must show receipts for all reimbursement purchases.** Please check on your specific department/college policies and procedures for using money from a department account for academic travel.

The award may not be used for alcohol or anything not strictly related to academic/research-related travel. Students must check on specific rules and restrictions related to reimbursement and fund use from their home department/college. All unused funds will be returned to ASCSU.