

## 2022 – 2023 Travel Consent Form

**Be sure before you complete this step, that you have submitted an application via RamLink.**

THANK YOU FOR YOUR INTEREST IN THE TRAVEL GRANT!

2022-2023 Student Travel Grant Consent Forms will be accepted starting September 1st, 2022.

Given the numerous opportunities for registered student organizations (RSOs) and individual students to travel nationally, regionally, or between state individual students to travel nationally, regionally, or between states, the Student Travel Grant was created to encourage student participation in these events by providing supplemental financial support, with preference given to undergraduate students. Funds that are primarily designed to support educational, leadership, and/or professional opportunities at conferences, recognized professional meetings and competitions. Please wither bring in your signed consent form to the ASCSU Front Desk in the LSC or scan and send via email to **Deputy Director of Finance, David Wise** (David.Wise@colostate.edu).

*If you are traveling as an INDIVIDUAL, be sure to complete your 2022-2023 Travel Grant Application if you have not done so already. If you are traveling as part of a GROUP, be sure each individual in your group has submitted the 2022-2023 Travel Grant Application on behalf of your group.*

The application can be found on RamLink and the ASCSU Website.

<https://ramlink.campuslabs.com/engage/submitter/form/start/504128>

**Your consent form will be considered incomplete without an application form to which it is to be connected.**

**Such travel opportunities may include:**

- Participation in discussions on academic subjects or contemporary educational issues
- Presenting a professional paper or research
- Attending a leadership development or diversity education trainings
- Competing in competitions where educational/leadership experiences are sought, expressed, and gained

**Students applying for/receiving Travel Grant funding must be:**

- Currently enrolled, fee-paying CSU students
- In good standing at CSU
- Must have a minimum cumulative 2.25 GPA (both at the time of application and when the travel occurs)

**Traveling as an individual?**

- Individuals may request a maximum of \$300/academic year to only one destination
- Individual are defined as one student, or 3 or less students traveling from a group/student organization.

**Traveling as a group?**

- Groups can receive up to a maximum of \$1,000/academic year to only one destination
- Groups are defined as more than 3 travelers either already part of a student organization, or more than 3 individual travelers heading to the same destination.

### **TRAVELER CONTRACT AGREEMENT**

*If any of the following occur, I understand I am responsible for paying any travel expenses the Student Travel Grant will not cover.*

- If receipts are not returned to Jessi Sholts within 30 days of travel.

- If Jessi Sholts needs to reach you regarding travel and/or financial documents, Jessi will make 2 attempts to contact you (either through email or over the phone). If Jessi receives no response from you within 24 hours of the 2nd attempt, your participation in receiving Student Travel Grant funding will be nullified and all funding, if approved for your travel, will revert back to the Travel Grant Account.

**CONDITIONS FOR TRAVEL COST + GROUP NUMBER CHANGES**

- Any funds not used for the specific expenses identified will revert back to the Travel Grant account.
- If designated travel does not occur, funds will be reallocated by the Travel Grant Committee.
- If new people join the group for travel after funding is approved, these new travelers will not be eligible to receive grant funding designated for the group, or for another individual in place of those no longer traveling with the group. These people will not have had a consent form in by the same monthly deadline the application was submitted.
- If any group members drop after funding is approved, the divided amount for money provided to each student of the group adjust to the new equally divided amount per student. Yet, if a group of 4 or more travelers fall to 3 or less people, those students still traveling will not receive more than \$300 as individual travelers, each.

Please sign and date stating that: I understand and will be held personally liable for incorrect and false information given on the Application and are aware of the conditions and requirements that go into the Travel Grant Award.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Answer the following questions:**

What is your first name? (This name must match the person’s RamLink profile submitting this consent form):

What is your last name? (This name must match the person’s RamLink profile submitting this consent form):

What is your CSU ID Number?

What is your CSU Email?

If your preferred email is different than your CSU email, include it below:

What is your local/ cell phone number?

What type of CSU student are you?

- Undergraduate Student
- Master’s Degree Student
- Doctoral Graduate Student
- Professional Student/Veterinary Student

What is the semester you anticipate graduating? Please indicate time of year and what year. The format should read Season, Year (i.e. Fall 2020)

Are you graduating in this current semester? (Yes/No):

If not traveling by yourself, what is the name of the student organization/ group with whom you are traveling? (Please do not use acronyms, but spell out the group name.)

What is the name of the conference/competition/training you wish to attend? (No acronyms, please write the exact name instead)

What is the location of the conference/competition/training? (I.e. Dallas, TX)

What is the name of your emergency contact person?

What is their relationship to you?

What is your emergency contact's phone number?

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