

# Travel Grant Information

## 2023-2024

ASCSU is offering a Travel Grant to applicable students who have an interest in attending a conference elsewhere, that will encourage positive educational development, and need partial funding for the conferences' travel-related expenses. 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 (2 students or less): Maximum \$400.00

For group (3 students or more): Maximum \$1,200.00

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 Tangia Zheng, Deputy Director of Finance** ([ascsu\\_financeassist@colostate.edu](mailto:ascsu_financeassist@colostate.edu)) for further information.

Application Link: <https://ramlink.campuslabs.com/engage/submitter/form/start/604098>

Travel Consent Forms can be obtained from the ASCSU website: <https://ascsu.colostate.edu/of/> or by contacting the Deputy Director of Finance directly. After completing the form on RamLink, please contact Tangia Zheng, the Deputy Director of Finance for the next steps!

Recipients of the travel grant will be contacted by ASCSU's Deputy Director of Finance, Tangia Zheng, 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 the type of degree or program of the applicant.

- 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 Director of Finance, a lower amount based on the information given.
- Each applicant is only eligible to receive funding once per academic year.
- The 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 the purchasing department's wait time and other specifics involved in the funding process.
- 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 on the conference
- Why the applicant specifically wants to attend the conference

