

Student Travel Proposal

Please read the following. In order for your proposal file to be complete, all of the forms below must be received by the deadline.

All students in your group (including yourself) must submit the following form:

Student Travel Waiver, Responsibilities and Conduct Form

Your travel advisor must submit the following form:

Advisor's Role and Responsibilities

Your file will only be complete once all of the above forms have been completed and submitted through OrgSync.

Forms submitted after the deadline will not be accepted.

Student Travel Guidelines

The Student Travel Program is a Student Affairs Fee Funded program sponsored by the Student Affairs Board. The purpose of this program is to provide funding to student organizations and clubs interested in attending educational conferences in the United States and in some cases, Canada and Mexico. Individual students presenting professional papers within their academic discipline may also apply.

Who is eligible?

Groups of three or more students, including members of student organizations, attending a conference.

Individual students; or students in pairs attending and making scholarly presentations at conferences or other academic and educational gatherings.

Students' judicial history will be checked. Any judicial violations may impact your ability to receive Student Travel funding.

All students (both undergraduate and graduate) must have a travel advisor (full-time faculty member or administrative staff member) agree to accompany them on the trip. Student Travel does not provide funding for the travel advisor. Students will not be eligible to apply for funding unless they have an approved travel advisor.

Students and student groups who receive a Student Travel grant will not be eligible to apply again for funding until the following academic year.

Student Travel recognizes July 1st – June 30th as the fiscal year for funding.

Full time employees of MSU Denver are not eligible even if they are a student. Employees have access to professional development funds through their departments.

Undergraduate Student Requirements:

Students must have completed at least 12 units of coursework at MSU Denver before they can apply for travel funding.

Students must be enrolled in 6 units of coursework on the main (Auraria) MSU Denver Campus the semester they plan to travel. Extended campus courses, correspondent courses and other coursework exempt from the Student Affairs Fee do not count toward the 6 credit requirement. No exceptions can be made for this enrollment requirement.

Students must have a cumulative GPA of 2.5 or higher.

Graduate Student Requirements:

Students must have completed at least 6 units of coursework at MSU Denver before they can apply for travel funding.

Students must be enrolled in 6 units of coursework on the Main (Auraria) MSU Denver Campus the semester they plan to travel. Extended campus courses, correspondent courses and other coursework exempt from the Student Affairs Fee do not count toward the 6-credit requirement. No exceptions can be made for this enrollment requirement.

Students must have a cumulative GPA of 3.0 or higher.

How to Apply:

The Individual/Lead Student must schedule a consultation meeting at least two weeks in advance of submitting a travel proposal. Click on the following link to access the Consultation Request Form: <https://orgsync.com/34367/forms/69229>. This consultation is necessary so that the specifics of the funding process, including the proposal and presentation, may be discussed.

A completed Student Travel Program Travel Proposal must be submitted in accordance with the Proposal Submission Dates (see proposal deadline schedule below).

The travel advisor and Individual/Lead Student are required to present an overview of their proposed travel to the Student Travel Committee. The Student Travel Committee meets once a month on a Friday. Completed Travel Proposals are due using this form on the first day of the month, TWO MONTHS PRIOR to traveling (e.g., October 1 for travel in December). See schedule below for due dates.

No late or incomplete proposals will be accepted.

All completed Travel Proposals submitted using this form in accordance with the guidelines above will be reviewed by the Student Travel Committee

for funding consideration. The funding limits for individuals and groups are:

Individual students can receive up to \$600 per person per fiscal year. (Must be presenting research at the conference)

Pairs can receive up to \$1,200 per fiscal year. (Must be presenting research at the conference)

Groups of three or more students can receive up to \$1,800 per fiscal year.

All individuals and groups are limited to one trip per fiscal year. The fiscal year begins in July and continues through the following June (e.g., fiscal year 2015-2016 runs from July 1, 2015 – June 30, 2016).

The Student Travel Program will consider funding the following:

Transportation to and from the event. Transportation may include airfare and/or ground transportation. Airfare **MUST BE PURCHASED** by the Student Travel Program through the State Travel Agency. Students will not be reimbursed for airline tickets purchased directly through any other source.

Conference Registration

Lodging for travelers

The Student Travel Program does not provide funding for meals or other incidental expenses, nor does it have funding available for International Travel (other than Canada and Mexico). Student proposals for travel to either Canada or Mexico will be considered on a case-by-case basis and funding will cover airfare only. In accordance with the University's official travel policies, any requests for funding to attend conferences in Canada or Mexico must be pre-approved by the University's President.

If funding is approved, what happens next?

After receiving notice of funding awards through the Student Travel Program, each individual or group is required to meet with the Director of the Student Travel Program to finalize travel arrangements and to discuss their obligations and responsibilities.

Student Travel Committee:

The Student Travel Committee consists of faculty, staff, and students from the MSU Denver community. The Student Travel Committee has five regular voting members. These Committee members include the Director of Student Travel, who serves as the Committee's Chair; a designated representative from the Student Government Assembly; a student employee from the Student Services division; a faculty member; and a student-at-large (designated by the Committee Chair). Committee members and positions may be substituted at the discretion of the Director of Student Travel. The Committee meets the second week of each month to determine funding for the Student Travel Proposals submitted for the month of travel.

The Committee bases its recommendations on the following:

Thoroughness and quality of proposal materials and completion of all application requirements

Academic enrichment of the event (both to those attending and to the MSU Denver student body)

Organizational enrichment of the event (for those attending, the organization represented, and to the MSU Denver student body)

Enhancement of cultural diversity at MSU Denver

How the travel proposal supports the educational mission of the institution

Personal enrichment of the event to the individual(s) attending

Compliance with all MSU Denver and State of Colorado Fiscal Rules

Availability of funds

The Committee scores each proposal and presentation utilizing a score sheet. Funding decisions may be appealed to the Associate Vice President for Student Engagement and Wellness for reconsideration in special situations.

Stipulations:

No funding is available for proposals received late.

Last minute changes or late fees are the financial responsibility of the organization, club or individual making the changes, not the responsibility of the Student Travel Program or Student Travel Committee.

No funding is available for any individuals other than MSU Denver students or MSU Denver Student Clubs and Organizations. Faculty and staff are excluded from funding from this program.

A travel advisor is required to accompany students on trips. This helps to enhance the educational experience of the students, ensure positive institutional representation and participation, ensure proper conduct and handle any emergency that may arise while at the off-campus event. Please call the Student Travel Program at (303) 556-2595 for further information regarding travel advisors.

The travel advisor may only be listed on a maximum of 3 proposals per conference. One advisor may not accompany more than 3 groups/pairs/individuals to one conference. This rule applies to group, pair, and individual funding.

All students applying for Student Travel funding must read and electronically sign the Student Code of Conduct when they apply for funding. Each person traveling is expected to abide by the Code of Conduct while traveling as a representative of MSU Denver. Students and Travel Advisors must bring their MSU Denver ID cards with them while traveling as representatives of the University.

Incomplete forms or non-compliance with any condition of this program could result in refusal of funding for the individual or the organization for the following full year. If form is completed at a later time, the individual or group may be reinstated for future funding. Additionally, if a student does not attend the conference for any reason and travel arrangements have been purchased, that student is responsible for paying back all costs to the program. If the student chooses to not pay the program back, that student may have to go through the judicial process.

Student Travel Due Dates

2016-2017 Student Travel Timeline & Deadlines:

For Conferences In:
Proposal is Due:

August 2016
June 1, 2016

September 2016
July 1, 2016

October 2016
August 1, 2016

November 2016
September 1, 2016

December 2016
October 1, 2016

January 2017
November 1, 2016

February 2017
December 1, 2016

March 2017
January 6, 2017

April 2017
February 1, 2017

May 2017
March 1, 2017

June 2017
April 1, 2017

July 2017
May 1, 2017

Consultation Information

Have you scheduled a consultation meeting with the Student Travel Staff? [Required]

Valid input:

- Select only one choice.

☐ Yes

☐ No

Consultation Disclaimer

All lead students must schedule a consultation meeting with a student travel staff member prior to completing the Student Travel Proposal Form.
[CLICK HERE](#) to schedule a consultation meeting.

Conference Information

Name of Conference: [Required]

Location of Conference (City, State): [Required]

Dates of Conference: [Required]

Conference Materials [Required]

Please upload the brochure or flyer for the conference, or a screenshot of the conference's website.

Have you ever received travel funding from this program before? [Required]

Valid input:

- Select only one choice.

☐ Yes

☐ No

If you answered "yes" to the above question, please indicate when you last received funding (month/year) and for what purpose (name and location of event):

Which type of funding are you applying for? [Required]

☐ Individual \$600 (presenting original research at conference)

☐ Pair funding \$1,200 (2 students presenting original research at conference)

☐ Group funding \$1,800 (group of 3 or more students wishing to just travel to a conference)

Letter of Acceptance for Presenting at Conference

Upload acceptance to present at conference documentation [Required]

Please upload documentation indicating acceptance to present at the conference. This can be a copy of a letter or email and must contain the name of the conference.

Lead Student Information

Date of Birth (mm/dd/yyyy): [Required]

Lead Student Information: [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

- name@myschool.edu

First name:

Middle initial:

Last name:

Email address:

Phone number:

Address:

City:

State:

ZIP:

Please enter your name exactly as it appears on your driver's license or state issued ID [Required]

MSU Denver Student ID #: [Required]

Default: 900

Valid input:

- Numeric - ex: 1111

Class Standing [Required]

Valid input:

- Select only one choice.

- must select a value.

☐ Freshman

☐ Sophomore

☐ Junior

☐ Senior

☐ Graduate Student

Cumulative GPA: [Required]

Undergraduate students must have a cumulative GPA of 2.5 or higher and graduate students must have a cumulative GPA of 3.0 or higher to qualify for Student Travel Funding.

Valid input:

- Numeric - ex: 1111

Number of credits enrolled in on the main campus the semester of travel: [Required]

Students must have completed at least 12 credits at MSU Denver at the time of application, and must be enrolled in at least 6 credits during the semester of travel.

Valid input:

- Numeric - ex: 1111

Emergency Contact Name: [Required]

Emergency Contact Phone Number: [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Please enter the name of each student (in addition to the lead) who will be attending the conference.

Please list the department or student organization you are affiliated with for this conference. If there's more than one, please list them. [Required]

Travel Advisor Information

Travel Advisor Name (MUST be a full-time MSU Denver faculty or staff member): [Required]

Travel Advisor Email [Required]

Valid input:

- name@myschool.edu

Transportation Type

How do you plan on traveling to the conference?

Valid input:

- Select only one choice.

- ☐ Airplane
- ☐ Rental Car
- ☐ Personal Automobile
- ☐ Shuttle or Bus
- ☐ Other (ex: Train)
- ☐ No Transportation Funding Needed

Ground Transportation Funding

PLEASE NOTE: If you are driving to the conference, your Travel Adviser MUST drive or caravan with the group or individual.

What is the amount of funding you will need for round-trip mileage to and from the conference? (To calculate this, multiply the total mileage by \$0.49).

Please note that mileage rates may change throughout the year.

Only complete this section if you are traveling in a personal automobile.

Default: \$

If you are requesting to travel to the event by rental car please complete the following information. Please note that we can only reimburse for rental vehicles. There is no way for Student Travel to pre-pay for rental vehicles. An original receipt must be turned in to the Director of Student Travel in order to reimburse a rental vehicle. Liability and collision insurance should be purchased when renting or leasing a car.

Rental Car Company Name:

Company Address:

Company Phone Number:

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Estimated Cost:

Default: \$

If you are requesting to travel to the event by bus or shuttle, please fill out the information below.

Bus/Shuttle Company Name:

Company Address:

Company Phone Number:

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Estimated Cost:

Default: \$

Air Transportation Funding

Airfare Quote #1 [Required]

This should be your preferred flight itinerary. Please make sure your quote includes dates, times, airports, airline, etc.

Airfare Quote #2 [Required]

This will be your second choice for airfare, just in case your first option is sold out at the time of booking.

Airfare Quote #3

Preferred Flight Information: [Required]

Please include the name of the airline, and the dates and times of departure and return flights.

Total airfare cost (ticket price x number of students): [Required]

Default: \$

Other Transportation Funding

Please describe the method of transportation you are requesting to use to travel to the conference. [Required]

Cost of transportation: [Required]
Default: \$

Conference Registration

PLEASE NOTE: Depending on the registration deadline, it is preferred that the Student Travel Program pay registration fees, as opposed to individuals or the student club/organization paying and then seeking reimbursement.

Does your request include funding for prepayment or reimbursement for registration? [Required]

Valid input:

- Select only one choice.

- ☐ Yes, prepayment is requested (asking that Student Travel pays and processes registration)
- ☐ Yes, reimbursement is requested (registration has already been processed and paid by applicant)
- ☐ No

If requesting prepayment, please give the date when registration forms and fees are due:

Total amount of conference fee funding requested (amount per student x number of students):
Default: \$

Event Lodging and Total Funding Amounts

Lodging Quote #1 [Required]

Lodging Quote #2

Lodging Quote #3

Total Lodging Cost (Room + Taxes): [Required]

Don't forget to include hotel taxes and fees. It is recommended that you call the hotel to ask them what they charge in taxes.

Default: \$

Preferred Lodging Information: [Required]

Please provide the name, address and phone number for your preferred lodging location.

PLEASE NOTE: The maximum amount available for qualified individual students is \$600.00; the maximum amount available for pair funding is \$1,200.00. The maximum for qualified groups is \$1,800.00. Student Travel cannot pay for any expenses until funding is granted. Only expenses listed in the proposal will be considered for funding.

Total number of students, including yourself, for whom you are requesting funds (only students included in this number will be considered for funding):

[Required]

Valid input:

- Numeric - ex: 1111

Are you receiving funding for this trip from any other source? [Required]

Valid input:

- Select only one choice.

☐ Yes

☐ No

If you answered "yes" above, list the name of the source and the amount of funding they are providing:

Total amount of funding you are requesting from the Student Travel Program: [Required]

Please provide separate amounts for: Transportation, Conference fees, Lodging, Other costs, and a Grand Total.

Proposal Narrative

Please answer the following questions thoughtfully, writing at least a paragraph for each. Be sure to use proper language and grammar. Additionally, make sure to be prepared to share these responses with the Student Travel Committee at your presentation. You may only submit one proposal narrative.

Please describe your goals and projected outcomes for attending this conference. [Required]

Are you presenting at this conference? If so, please describe the topic/research you will be presenting.

If you are not presenting please describe the conference sessions or workshops you will be attending and why you chose them. [Required]

What significant educational, networking and/or leadership opportunities does this conference offer you and/or your group? [Required]

How will you share the knowledge and information you gain at this conference with other students in your organization, class, academic area, or the student body as a whole? [Required]

Please describe how traveling to this conference supports the mission statement of the University. [Required]

Student Travel Program Policies and Procedures

I have read and understand all of the Student Travel Program policies and procedures on the Student Travel website and the Student Travel Waiver, Responsibilities and Conduct form. I am aware of the program submission deadlines. [Required]

☐ Yes