College of Liberal Arts-Student Travel Funds
Criteria and Checklist for requesting student travel funds

Student Travel funds are limited to $1,250 per fiscal year per student. The student may divide this amount by any number of conference trips at which the student is a presenter during the fiscal year.

Name: ________________________________________________________________

Department: ____________________________________________________________

Travel Location: _________________________________________________________

Dates of Travel: _________________________________________________________

• Student must be presenting a paper at a conference or national meeting

• Application process – submit the following to the Dean’s office at least two weeks prior to traveling:

  ____ Recommendation letter from Chairperson or organization sponsor

  ____ Complete Out-of-State Travel Request Form (if traveling out of state):
  (For approved *per diem rates for lodging use http://www.gsa.gov/portal/category/21287. The per diem rate for student meals are a maximum of $20 per day per student as set by the CLA Chairs Council.)

  ____ Documents showing that you are presenting

  ____ Documents showing airline estimate, whether driving or flying, designated hotel information, and registration.

• Students may also request funds from the Office of Research and Grants – information may be found on their website at http://www.uco.edu/academic-affairs/research-grants/index.asp

• Once submitted and approved, you will be notified by the Dean’s office and the travel office. Please contact Glenda Lietzke, x2601 or glietzke@uco.edu, if you have any questions regarding this process.

*Per diem is the daily rate ALLOWED for the city your conference is held in. Using this you may calculate your reimbursement amount for lodging and meals. (i.e. Austin, TX: Max Lodging $108 per day x 3 days = $324 for lodging and $20 per day x 3 days = $60 for meals)

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