

## College of Liberal Arts: Student Travel Request for Dodson Funds

Student Name: \_\_\_\_\_ Student's Major: \_\_\_\_\_

Student ID: \_\_\_\_\_ Classification UG MA PhD

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Dates of Travel/Event: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Location/Conference \_\_\_\_\_ Name: \_\_\_\_\_

Department: \_\_\_\_\_ Faculty Sponsor: \_\_\_\_\_

Were funds requested from another department? Yes No

Source

Amount

### **Application Checklist**

Please attach a document to your application including the following information:

- Travel Proposal or Purpose of trip/event
- A copy of the invitation to present, attend, perform, or exhibit
- Confirmation and title of paper/poster being presented
- Benefits (Professional or Educational)
- Estimated Budget for Travel costs
- If applying as a group, please provide the names of all students attending

### **Reimbursement/Travel Report**

Students and faculty sponsors who have received Student Dodson Funds must submit a report of their travel within 10 days of the travel/event with their itemized receipts. **A reimbursement will not be processed without the report and your possibility of receiving funds for future travel will be delayed.** This report should include a brief self-assessment documenting the benefit of the activity and must address the following points:

1. Date of travel or event
2. Number/Names of students participating in travel or event
3. Purpose of travel
4. Detailed information of presentation outcome or workshops attended
5. Educational benefits of travel or event
6. Indicate any potential outcomes (i.e., publication, future presentations or performances, future showings, etc.) that may result from your travel

**Please note that funds are for airfare, gas, hotel, and meals (excludes alcoholic beverages and souvenirs). In addition, applications for funding must be turned in at least 6 weeks prior to travel and the University designated travel policy must be followed in order to ensure the ease of reimbursement for airfare and hotel expenses.**

**\*Awardees that do not follow the guidelines or turn in proposals close to departure assume the risk of not being fully reimbursed.\***

**Submit** a hard copy of the Application Checklist to Sacheen Ramos at the Liberal Arts Deans Office, Liberal Arts Building Room 343 or email to [SacheenR@utep.edu](mailto:SacheenR@utep.edu)