

APPLICATION FORM FOR STUDENT TRAVEL FUNDS

Name: _____ Student A Number: _____

Major: _____

Local Mailing Address: _____

Local or Cell Phone Number: _____

Email Address: _____

Name of Faculty/Staff Member you are traveling with: _____

Faculty/Staff Member's Department: _____

Dates of Travel: _____

Name of the conference/workshop/event you will be attending and the organization that is sponsoring it:

Submit a conference/workshop/seminar brochure and schedule.

Briefly (1-2 paragraphs) describe how your participation in the conference/workshop/event will contribute to your success as a student at SUNY Oneonta.

Briefly (1-2 paragraphs) describe your plan to share the knowledge/experiences that you gained at the event with the campus community after your travel is completed. Include the audience, the approximate date, and the manner in which you will present that knowledge/experience.

Please provide a statement of support for your application from the faculty/staff who will travel with you.

BUDGET

Conference Registration Fee: \$

Transportation (e.g., airfare, bus or train fare) \$

Hotel or other lodging \$

Meals (___ meals for ___ days) \$

Other Costs (please specify): \$

Estimated total cost of attending the conference/event: \$

Total that you are requesting from this program: \$

Sources of Other Funds for Travel: \$

Please note: By submitting this application, you give permission for the Office of the Registrar and the Office of Judicial Affairs to release information about your academic and judicial history to the review committee for the purpose of evaluating your application.

You must also complete and submit the SUNY " **Assumption of Risk and Release of Claims Form** ," which is available online at http://www.oneonta.edu/general/step_release.pdf. **Hard copies of all completed forms should be submitted to the Office of Student Affairs, 119 Netzer.**

If you need additional information, please contact Terri Rowe in the Office of Student Affairs at 436-2513.