

Fleming Student Travel Fund

2019-20 Guidelines

ELIGIBILITY:

- Students are eligible to apply for up to \$650 in Fleming-funded conference travel per fiscal year. If a student has already received \$650 for the current year, they will be eligible to receive additional funds in the *next* fiscal year, but not for the current fiscal year. (Faculty should discuss with students any other conference plans students are considering, in order to help them prioritize.)
- Faculty apply on behalf of students. This process signals the faculty member's endorsement of the student application and project.
- In order to receive funds, students must have been accepted to present at a conference. However, faculty may apply on behalf of a student *prior* to receiving confirmation of acceptance.
- Normally, students on academic or disciplinary probation are not eligible to apply.
- Fine Arts students are not eligible for Fleming Student Travel funds; instead, they should apply to the Fine Arts Travel Fund.
- Students that have graduated are not eligible to apply. However, a currently enrolled student may apply to travel with Fleming funds for an academic conference occurring in the two months immediately after the student's graduation, as long as the expenses are incurred by June 15.

AWARD AMOUNTS:

- Up to \$650 for a conference that requires airfare.
- Up to \$400 for a conference within driving distance.
- Students who present at a local conference that costs less than \$400 may apply for Fleming funds for an additional conference, up to a total of \$650 in funds across both conferences.

ALLOWABLE EXPENSES:

- Christine Vasquez will be the only person to assist if the traveler is needing financial assistance to pay for their conference registration or travel.
- The award funds can be applied towards airfare, rental car, personal car mileage, local transportation, lodging, meals, membership fees, and the conference registration fees.
- The maximum reimbursement for car mileage is \$50. Odometer readings will be required for mileage reimbursement.
- Food receipts will only be reimbursed with itemized listing or transaction payment details.
- All expenses reimbursed must comply with the budget submitted on the form.
- Receipts must be in the name of the student or of the faculty sponsor.
- Students have up to 30 days from the day of return to submit expenses for reimbursement.

REIMBURSEMENT PROCESS:

- The traveler has **up to 30 days from the day of return** to turn in the completed Student Expense Form for reimbursement. This form and all itemized/payment detail receipts need to be given to Christine Vasquez for signature approval.

- All reimbursement transactions must be processed through Christine Vasquez in the Center for Integrative Learning (Prothro Rm 241)

PRIORITY DEADLINES and TIMELINE:

- **September 15:** Deadline for priority consideration for fall conferences. (You may submit applications for fall 2019 conferences as early as August 1, 2019. Applications for fall conferences that are submitted in April or May will be immediately reviewed and approved if they meet the eligibility criteria, in order to allow students and faculty to make travel arrangements in advance at optimal prices.)
- **December 15:** Deadline for priority consideration for spring conferences.
- We will still consider applications after the priority deadlines. But it is possible that funding will not be available. Applications are considered in the order in which they are received, and priority is given to those received before the deadline for the relevant semester.

TO APPLY: Complete the [online application](#).