

## STUDENT SUPPLEMENTAL TRAVEL FUND POLICY

The Perkins Professional Development Committee is a subcommittee of the PCOE College Council. The Perkins Professional Development Committee shall be responsible for making recommendations to the Dean of the James I. Perkins College of Education regarding funding for undergraduate and graduate students activities related to Student Supplemental Travel Fund expenditures. The following policy is to be used by the Perkins Professional Development Committee for decision-making regarding the disbursement of Student Supplemental Travel Funds for student professional development activities.

### DESCRIPTION:

1. The pool for the Student Supplemental Travel Funds is awarded annually to the Perkins College of Education and is administered by the Dean.
2. Funds will be allocated for academic endeavors as supplemental support for students who deliver research papers or present creative activity; who are receiving special recognition; who hold appointed or elected positions; who travel for academic competition; or who have been invited/selected to attend as a result of outstanding academic achievement and/or personal character at state, regional, national, or international conferences. Students attending state sponsored events located at least 100 miles from campus are eligible for funding.
3. Student professional development/travel activities **not** included under this policy are:
  - a. Formal education courses (e.g., undergraduate and graduate courses)
  - b. Data collection activities
  - c. Professional development activities within the local community
4. Within one academic year (September 1-August 31), students may receive supplemental travel funds **one time**. Supplemental travel disbursements may not be carried over from one semester to the next.
5. Funds are intended as supplemental support only. Supplemental Funding for students attending state, regional/national or international conferences may be awarded up to \$500. Supplemental funding for students will not generally exceed \$500 per academic year and disbursements will be allocated on a first-come-first-serve basis. Allocations beyond \$500 may be awarded at the discretion of the committee and with the approval of the Dean.
6. Students traveling as a group should submit their applications together at one time. Student funding may be pro-rated depending on the number of students traveling as part of the group at the discretion of the student travel committee to provide an equitable distribution of funds.
7. Student travel reimbursements are paid once the student has returned from the conference and has submitted the required documentation such as hotel receipts, conference registration, travel costs, etc.

**STUDENT ELIGIBILITY:** The Student Supplemental Travel Fund is available for currently enrolled undergraduate and/or graduate students holding a minimum GPA of 2.5 for undergraduates and 3.0 for graduate students on a 4.0 scale. Students seeking supplemental travel disbursements must be enrolled on a part-time or full-time basis and be in good academic standing at the time of the application submission. Students placed on academic suspension and/or probation at any time during the academic year are not eligible for Student Supplemental Travel funds. All students must be endorsed by a sponsoring faculty member overseeing the professional development activity.

**APPLICATION PROCEDURE FOR STUDENTS:**

1. The Student Supplemental Travel form (attached to the policy) is to be used for all funding requests. *Incomplete or unreadable applications or failure to follow the procedure will result in the return of the application without a review by the Subcommittee.*
2. Students must consult with the faculty member supporting the professional development activity, the Department Chair/Director and complete the Student Supplemental Travel Fund application.

**Before submitting, please use the following checklist provided to make sure your packet of materials is complete:**

\_\_\_\_\_ a. Student Supplemental Travel Application

Submit applicable information from section 'b'

\_\_\_\_\_ b 1. Notification of acceptance of presentation from the sponsoring organization

\_\_\_\_\_ b 2. Notification of award from the sponsoring organization

\_\_\_\_\_ b 3. Documentation of office held, meeting or competition schedule

\_\_\_\_\_ b 4. Invitation or selection notification to attend conference

\_\_\_\_\_ c. Letter of Support prepared by a sponsoring faculty member overseeing the professional development activity – letter must include current standing in academic program and student's GPA

\_\_\_\_\_ d. Travel request form (if all expenses are detailed on the travel request form the itemized list below is not necessary). Form must be signed by Chair/Director.

\_\_\_\_\_ e. An itemized list of anticipated travel expenditures including costs for conference registration, travel, lodging, meals, parking, and/or additional funding sources (if applicable)

3. Students must collaborate with the sponsoring faculty member to complete and submit application packet. Faculty members will be responsible for submitting the application packet to the Chairs/Director. Chairs/Director will forward the application packet to the Dean's Office.

4. Students awarded funds from the Student Supplemental Travel Fund must send a thank you note to the dean within two weeks after return, briefly describing the professional development activity, and how the professional development activity enhanced the student's knowledge of the content or field, James I. Perkins College of Education and SFA's reputation. The thank you letter must also include a discussion stating how the Professional Development activity contributes to future academic development as a student and upcoming professional within the respective discipline.

Students send a thank you note to:  
Dr. Judy Abbott, Dean  
James I. Perkins College of Education  
Stephen F. Austin State University  
Nacogdoches, TX

Students must provide a copy of the thank you letter to the department chairs/directors. Failure to submit a thank you letter will result in ineligibility for funds during future academic semesters.

5. If presenting, funding should be acknowledged verbally or in writing at the time of the presentation. For example, "Funding for this presentation was provided in part by the Student Supplemental Travel Disbursement."
6. Applications will be received on a monthly basis and reviewed within two weeks of the application deadline. Applications are due by the last day of the month two months prior to travel date (Example: If you are traveling in April, you must turn in your application by the end of February). Exceptions may be considered if evidence of late proposal acceptance is provided. Once the funds are depleted, no further applications will be received or reviewed.

Revised: 12/14/15