



SOUTHWESTERN UNIVERSITY

Center for Integrative Learning

Academic Student Travel 2023-24 Guidelines

Southwestern University promotes undergraduate research as one of four recognized high impact experiences. Academic Student Travel funds give students the opportunity to *disseminate* the research they conducted.

TYPES OF TRAVEL FUNDS

Fleming Student Travel Funds are awarded to students who have been accepted to present posters, papers, and creative works at professional meetings.

The Sarofim School of Fine Arts Travel Fund is for students within the school of fine arts. The funds can be used for travel to conferences (attending only), leadership training, internship opportunities, work with summer arts organizations, graduate school interviews and auditions.

ELIGIBILITY:

- Students are eligible to apply for up to \$700 in Academic Student Travel-funded conference travel per fiscal year. If a student has already received \$700 for the current year, they will be eligible to receive additional funds after July 1 of the next year, but not for the current year. (Applicants are encouraged to consider any other conference plans, and discuss with faculty to help prioritize.)
- Academic student travel fund applications are completed by students. Students must include the name of a faculty sponsor in the application who endorses their application and project.
- Students may apply prior to receiving confirmation of acceptance. However, students will not receive funds until proof of acceptance has been sent to Christine Vasquez (vasquezc@southwestern.edu) for approval.
- Students on academic or disciplinary probation are not eligible to apply.
- Students are eligible to apply funds towards international travel. The faculty sponsor must contact the Director of Study Abroad and International Student Services to complete international travel forms.
- Students who have graduated are not eligible to apply. However, an enrolled student may apply to travel in the two months immediately after their graduation, as long as the expenses are incurred by June 15th.

AWARD AMOUNTS:

- Up to \$700 for a conference that requires airfare.
- Up to \$350 for a conference within a 250 mile radius of Southwestern University (max \$80 mileage reimbursement)
- Students who present at a local conference that costs less than \$350 may apply for Academic Student Travel funds for an additional conference, up to a total of \$700 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.
- Flights that are booked at least 4 weeks prior to travel can be reimbursed, but students are strongly encouraged to book at least 6 weeks in advance. Flights booked less than 4 weeks in advance will be reimbursed at the discretion of the University.
- The award funds can be applied towards airfare, rental car, personal car mileage, local transportation, lodging, meals, membership fees, and the conference registration fees.
- Odometer readings OR a google map printout including the route and distance traveled will be required to substantiate mileage reimbursement. The maximum reimbursement for car mileage is \$80.
- Food expenses will only be reimbursed with an itemized receipt and transaction receipt. Meal expenses will be capped at \$25 a day per person. No alcohol will be reimbursed under any circumstances.
- All expenses reimbursed must comply with the budget submitted on the original application form.

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. A reminder of the deadline will not be provided.
- Students seeking reimbursement are also required to complete forms for the Business Office. These forms include the Student Travel Tax Acknowledgement Form and any other form the Business Office requires for you to accept electronic reimbursement.
- All reimbursement transactions must be processed through Christine Vasquez (vasquezc@southwestern.edu) in the Center for Integrative Learning (Prothro Rm 240)
- If travel expenses exceed the total amount of travel award, Southwestern is unable to pay more than what was awarded.
- Students who receive Fleming or Sarofim travel funds are strongly encouraged to participate in the annual Research & Creative Works Symposium held in April.

PRIORITY SUBMISSION DEADLINES and TIMELINE:

- **September 15:** Deadline for priority consideration for fall conferences. (You may submit applications for fall 2023 conferences as early as August 1, 2023. 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 and summer 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.

ARTISTIC INTERNSHIPS AND ARTIST RESIDENCY TIMELINE:

- Artistic Internships and Artist residency will be reviewed on a rolling timeline, but not any less than six weeks before the beginning of an experience.

APPLICATION PROCESS:

To apply, complete the [online application](#).

The application will ask for the following information:

- Name(s) of students traveling
- Sponsoring faculty member and department
- Details of travel including dates, locations, mode of transportation and more
- Funding amount requested