



Travel Grant Application Spring 2012 – February 17 Deadline

The USUAA Student Travel Grant program was created by USUAA, your student government, and is funded entirely by student fees. Grants are awarded to students as a way to provide financial support to students wishing to attend academic or leadership workshops and conferences or to participate in civic-engagement experiences.

Eligibility

To be considered eligible to receive a USUAA Student Travel Grant an applicant must meet the following criteria:

1. Applications must be complete and received by the stated deadline – in the interest of fairness and the high volume of applications the USUAA Travel Board is unable to make exceptions to this policy
2. Registered in 3 or more credits, hold a 2.5/4.0 cumulative grade point average at time of application, and have paid the USUAA Student Government fee
3. If travel does not occur in the same semester when an application is submitted, the student must be enrolled for the following semester
4. Applications will not be considered when the primary purpose of the travel is to seek employment
5. Travel must occur after March 16, 2012 for domestic travel or after April 16, 2012 if traveling internationally
6. Students may only receive one grant per academic year
7. Students must submit individual applications – applications submitted on behalf of an entire group will not be accepted.

Restrictions

USUAA Student Travel Grants provide funding limited to transportation and/or event registration expenses. Each applicant is eligible to receive up to \$850, however, the USUAA Travel Board reserves the right to allocate amounts less than \$850. If awarded, students will receive reimbursement for transportation and/or event registration expenses **after** completion of the approved travel. To receive travel reimbursements students must present receipts and complete the Travel Expense Report within 15 days after completion of the travel. It is the responsibility of the student receiving a USUAA Student Travel Grant to schedule a post-travel meeting with the USUAA Administrative Assistant to complete the Travel Expense Report and submit necessary receipts. Travel grant recipients whose transportation and/or event registration expenses are paid for in advance by a UAA student club, organization, and/or department effectively surrender their grant to the sponsoring UAA entity. The transfer of the student's grant will be made after travel is completed and the Travel Expense Report has been finalized.

Application and Award Process

The University's procedures for travel require considerable advance planning. Students wishing to travel must submit completed Student Travel Forms by the stated application date. Applications will not be considered if the proposed travel begins before March 16, 2012 when traveling within the United States or before April 16, 2012 if the travel is international.

Applications lacking any required documentation will not be considered. Completing a USUAA Student Travel Grant Application **does not** guarantee funding will be awarded.

Students that submit complete applications by the stated deadline and meet the above stated criteria will be considered eligible for funding. All eligible applications will be reviewed by the USUAA Travel Board. The USUAA Travel Board consists of two USUAA Senators and three students-at-large. The USUAA Advisor works with the Board to ensure that the review process is fair and adheres to the Board's bylaws. When applications are reviewed applicant names will be removed so as to strengthen the review process. All students applying for a USUAA Student Travel Grant will be notified via e-mail **12** business days after the stated deadline with the Travel Board's decision. To ensure fairness no information regarding an application will be supplied prior to the **12** day period. Please see the attached sheet for complete application instructions.

All recipients of USUAA Travel Grants are required to attend a Pre-Travel Meeting with the Administrative Assistant for USUAA. This meeting will be scheduled by the Administrative Assistant at least two weeks prior to the departure date. Final details of the travel will be covered during this meeting and helpful information about the destination city, airports, and other travel tips will be provided.



Travel Grant Application Spring 2012 – February 17 Deadline Frequently Asked Questions

Why are March 16, 2012 and April 16, 2012 important dates?

USUAA is a recognized student organization and uses student fees to support the USUAA Travel Grant. The University must approve any travel where a student receives funding from a recognized student organization and/or receives funding from student fees. No reimbursements for travel-related expenses can be approved without prior authorization of the travel itself. To allow for sufficient approval time students traveling within the United States must start travel no earlier than March 16, 2012 and student traveling internationally must start travel no earlier than April 16, 2012.

USUAA Travel Board cannot consider an application if travel has already occurred or will occur before these dates.

How do I buy an airline ticket, book a hotel, or pay for my event registration?

USUAA Student Travel Grants are processed as reimbursements only. It is the responsibility of the student traveler to arrange and pay for all travel expenses prior to the date of departure.

Are there any additional requirements for international travel?

Requests for international travel must be accompanied by a letter of support from a staff or faculty member at UAA. For academically related travel, the letter should come from the Chair of the department or faculty member facilitating/supporting the trip. Proof of international student insurance is required for international travel. Many options are available through <http://www.internationalstudentinsurance.com>. Students are responsible for purchasing their own insurance. These costs cannot be paid by the University or organization.

What is the maximum amount I can be awarded?

Students are eligible to receive up to **\$850**. This limit has been set by the USUAA Travel Board in an effort to offer as many students as possible with the opportunity to apply. The Board reserves the right to award less than **\$850** to applicants based on application materials and stated travel expenses.

How will I receive my reimbursement?

If awarded, travel grants will be paid out after the travel has been completed. You can expect to receive reimbursement by mail approximately three weeks after submitting necessary receipts and completing the Travel Expense Report with the Administrative Assistant for USUAA. If a recipient's transportation and/or event registration expenses are paid for in advance by a UAA student club, organization, and/or department, the recipient effectively surrenders their grant to the sponsoring UAA entity. The student's grant will be transferred after travel is completed and the Travel Expense Report has been finalized.

What if my trip is cancelled or I am unable to attend?

Travel grants will be revoked regardless of cause or reason for cancellation and no reimbursements will be processed. It is the responsibility of the student to contact the USUAA Advisor as soon as the travel has been cancelled.

Applications are due by 5pm on Friday, February 17, 2012. Please submit your completed application to:
USUAA Travel Board
Student Union 218 – Student Life and Leadership Office Suite

Any questions regarding the USUAA Student Travel Grant or the awarding process may be directed to:

Paula Fish
Assistant Director of Student Leadership & USUAA Advisor
Student Union 218
907-786-1371
anpau@uaa.alaska.edu

OR

USUAA Travel Board Chair
aytravel@uaa.alaska.edu



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Name: _____ Student ID: _____

Address: _____

E-mail: _____ Phone Number: _____

Please attach the following materials to this form:

1. Narrative Essay

Essays should be no more than 3 typed, single-sided, double-spaced pages and address the following:

Justification of financial need

What you anticipate learning from the event and/or experience and how you plan share this with UAA students

2. Student Travel Forms

All travel information and expenses must be listed and attached to the forms. The following forms are considered part of the packet and must be submitted together:

1. Emergency Contact and Additional Funding Disclosure Form: *Provide emergency contact information for a next of kin and/or person to communicate with in the event of an emergency. Indicate if supporting funds from a department, organization, ect. will be used for this trip.*
2. Hold Harmless Agreement: *If traveling with a group, all students in the group must sign the Insurance and Liability wavier and provide emergency contact information – no travel will be processed unless these are completed.*
3. Travel Itinerary: *Attach all requested information, including airfare itinerary, accommodations, and a conference brochure (if applicable), to this form. Information can be electronically entered into the electronic PDF form then printed out so that signatures can be obtained*

3. (For International Travel Only) Letter of Support from a UAA Faculty or Staff Member

If the travel is academically related, the letter should be from the Chair of the Department or faculty member facilitating/supporting the trip.

Applications are due by 5pm on Friday, February 17, 2012. Please submit your completed application to:

USUAA Travel Board

Student Union 218 – Student Life and Leadership Office Suite

Travel Agreement and G.P.A. Release

Students and student organizations are responsible for ensuring that they and their guests comply with the Student Code of Conduct while on property owned or controlled by the University, or while at activities authorized by the University. Violations of the Student Code of Conduct are subject to University student judicial review process and disciplinary action by the University. While on travel status, students are prohibited from consuming, possessing, or being under the influence of alcohol or other illegal substances unless the individual has applied for and received a request for serving beer and wine from the Vice Chancellor for Student Affairs. For the purpose of this policy, travel status starts when students begin transporting themselves to the event and when they return to their original starting location.

I, _____, hereby understand and agree to the requirements and restrictions with the USUAA Student Travel Grant. I understand that while traveling I represent the University of Alaska Anchorage and will adhere to the Student Code of Conduct. I also authorize Student Life and Leadership to verify my academic standing for eligibility purposes.

Signature

Date



Travel Grant Application Spring 2012 – February 17 Deadline
Emergency Contact and Additional Funding Disclosure Form

Student's Full Name: _____
(Please include a copy of the photo identification you will travel with.)

Student ID Number: _____

Address: _____

E-mail Address: _____ Phone Number: _____

Are you a citizen of the United States or Permanent Resident? Yes No

Emergency Contact Name: _____

Relationship to Student: _____

Phone Number: _____

E-mail Address: _____

If you plan to seek funding support from additional areas, such as the ones listed below, please contact them directly. If you have already received funding approval, please complete the shaded area (s). If special circumstances are attached to your funding (i.e.: can only be used towards airfare, ect.), please indicate this exception.

I will not be receiving any additional funding.

Recognized UAA Club or Organization
Name of Club or Organization: _____
\$ _____ has been authorized by the above source.
President/Treasurer (printed name) Phone Number
President/Treasurer Signature Date
Adviser (printed name) Phone Number
Adviser Signature Date

Internal UAA Funding
Diversity Action Council Office of Undergraduate and Research
UAA department _____
\$ _____ has been authorized by the above mentioned source.
Budget Authority (printed name) Phone Number
Budget Authority Signature Date



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Hold Harmless Agreement

Each traveler must complete this form.

Information can be entered into this electronic PDF and printed.

Original signatures must be obtained once the form is complete.

Traveler's Full Name (Print): _____

In recognition of the value of broadening student educational, social, cultural, recreational, and leadership experiences and opportunities for personal growth, the University of Alaska (UA) will provide opportunities for the establishment of student organizations around common goals and objectives. Student organizations (Organizations) may include, but are not limited to, student government, student clubs, campus clubs, honor societies, sororities, fraternities, and student media. By recognizing an Organization, the UA does not assume responsibility for the Organization's actions or activities. Registration of an Organization does not imply endorsement by the UA of the Organization or its views, goals, or objectives, but rather reflects the UA's commitment, expressed in Regents' Policy 09.01.01.C, to a campus environment supportive of free expression through reasoned discourse. Organizations registered with the UA agree to assume sole responsibility for their debts and contracts and to avoid any unauthorized representation that they are agents of the UA or that their views or actions are attributable to, or endorsed by, the UA.

I acknowledge that there may be risks arising out of my participation in this Organization including certain risks which cannot be eliminated without destroying the unique character of the activities. The same elements that contribute to the unique character of the Organization's activities can be causes of loss or damage to me, my personal property, accidental injury, illness, or in extreme cases, permanent trauma, disability or death.

In consideration of the opportunity to participate in this Organization, I acknowledge and assume all risks of participation, known and unknown, inherent or otherwise. My participation is purely voluntary, no one is forcing me to participate, and I elect to participate in spite of and with full knowledge of the risks. In addition, I release, discharge, and agree to defend and indemnify the UA, its agents, employees, trustees, officers, contractors and all other persons or entities associated with it (collectively referred to as "UA") from all claims and liability for any injury, loss or damage in any way connected with my participation in this Organization. This release includes injury, loss or damage claimed to be caused by the negligence of UA. I understand that in signing this document I surrender my right to make a claim or file a lawsuit against UA for personal injury or property damage, wrongful death, or otherwise, except in cases of intentional wrongs or the recklessness of UA.

I have verified with my physician and other medical professionals that I have no past or current physical or psychological condition that might affect my participation in the Organization. I authorize UA to obtain or provide emergency hospitalization, surgical or other medical care for me. SWORM – Release: Student Organizations 1 of 2 9/18/2006

I and my parent(s) or guardian, if I am a minor, have read, understood and accepted the terms and conditions stated herein and acknowledge that this agreement shall be effective and binding upon myself, my heirs, assigns, personal representative and estate and all members of my family.

Signature

Date

The parent(s) or guardian must sign below if the participant is under 18 years of age. In consideration of UA's allowing participation in the Organization, the undersigned parent(s) or guardian agree on their own behalf to release UA from any claim the parent(s) or guardian may have because of injury or loss suffered by the participant, including injury or loss claimed to be caused by the negligence of UA. In addition, the parent(s) or guardian agree on their own behalf to protect and indemnify UA from any claim and related expenses and fees, brought at any time by the participant or by anyone on the participant's behalf, or by the estate of the participant, or by any member of the participant's family, or by another Organization participant, arising out of the participant's participation in the Organization. This indemnity includes claims of UA's negligence, but not its intentional wrongs or recklessness.

Signature (Parent or Guardian)

Date

Printed Name (Parent or Guardian)



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**Travel Itinerary Form
Travel Itinerary**

Attach all supporting information (i.e.: brochures, itinerary, ect.) to the completed form.

Purpose of Travel (attach copies of brochure, information from website, or academic statement):

Date of Departure: _____

City, State Departing From: _____

Destination City, State: _____

Date of Return: _____

Will you be returning to your original departure city? € YES € NO

If no, what is your return city, state? _____

*do you plan to travel to any other cities other than those listed above during your travel? € YES € NO

If yes, list cities and dates of travel below (if this travel does not directly relate to the above stated purpose please disclose purpose as well):

Method of Travel (attach itinerary reflecting price for each ticket):

€ Airline € Train € Bus € Taxi € Personal Vehicle/Carpool

€ Other _____

Are you planning on taking shuttles, taxis, or buses in addition to your above transportation? € YES € NO

(Please describe additional transportation and include cost estimate):

Total Transportation Cost: \$ _____

Lodging (attach invoice or estimate from location including name, address, telephone number):

Number of days at this location: _____

Number of rooms: _____

Number of travelers per room: _____

Price per room: \$ _____

Taxes and additional fees: \$ _____

Total Lodging Cost: \$ _____

Event Registration Fees (attach additional information to reflect this fee):

Is lodging included in your event registration fee? € YES € NO

Are meals included in your event registration fee? € YES € NO

(Please attach any information regarding these expenses)

Total Registration Costs: \$ _____

Total Travel Expenses: \$ _____

TOTAL Amount requesting from Travel Board: \$ _____