

College of Fine Arts and Communication

Student Travel Support Request

General Guidelines

Eligibility:

- Students who are currently enrolled in a degree-seeking program in the College of Fine Arts and Communication.
- OR**
- An active member of a recognized student group in the College of Fine Arts and Communication.

Use of Funds:

- Funds must be used to support research or creative activity within the strategic plans and priorities of the organization, department, and/or college.
- Use of funds may be for, but are not limited to, the following travel related expenses: presentation of scholarly or creative work, guest speaker accommodations, conference or workshop participation, or educational excursions.

Amount:

- Most awards will be for amounts up to \$500.
- The maximum award for a calendar year is \$1000 per student.

Applying:

- Students applying for travel funds may apply for funding 30 to 120 days prior to the departure date. Requests received outside of this time frame will be considered on a case-by-case basis. Students must:
 1. Complete a student travel request form
 2. Obtain the department chair signature (student groups must also obtain the faculty advisor signature)
 3. Have your department Travel Coordinator add you to the Tiger Travel System with the Tiger Travel Student Access form (this takes a couple of days)
 4. After you have been added, you will need to fill out a Travel Authorization via Tiger Travel. Your department Travel Coordinator can assist you with this.
 5. Documentation from the event (program or brochure must be added to the Travel Authorization) If you are traveling outside of the U. S., two International forms must be signed by yourself as well as department chairperson, scanned and uploaded to the Travel Authorization. These forms can be found at the following web address:
<http://www.towson.edu/provost/resources/index.asp>
<http://travel.state.gov/content/passports/english/alertswarnings.html>

Approved Requests:

- Students who receive travel funds must provide, **within 10 days of return from the trip**, the following:
 1. Documentation from the event (registration, other)
 2. Travel expense voucher via Tiger Travel
 3. Original receipts must be copied, scanned and uploaded to the Travel Expense Voucher. The original receipts will be retained within the department that is awarding you funds.