

**COLLEGE OF LETTERS AND SCIENCE
UNIVERSITY OF WISCONSIN OSHKOSH**

COLS TRAVEL POLICY FOR UNDERGRADUATE STUDENTS

A. Presentations at Professional Meetings:

The College of Letters and Science will provide \$7,500 in funding to support undergraduate students' participation in professional meetings. The College will allocate up to \$250 for a student's travel to a conference if the department matches the College's contribution and if the travel meets the necessary criteria. Participation is defined as authoring or co-authoring a paper or poster presented at a professional meeting. For students in the Fine and Performing Arts, participation in a juried or invited performance or exhibition at an appropriate professional venue fulfills this definition as well.

Under the above policy, certain restrictions apply:

- if a paper is co-authored, no more than two students may receive funding;
- the student(s) must be listed in the conference program as the paper's author(s); and
- the student must be enrolled at the University of Wisconsin Oshkosh at the time of the professional meeting, or if the meeting is held between semesters, the student must be enrolled for the following semester. Exceptions to this are: 1) a student who has graduated in May and is presenting at a conference in the following summer; 2) a student who has graduated in December and is presenting at a conference in the following fall interim.

B. Application Procedures:

Requests for funding should include:

- a completed application form; and
- an attached letter from the student explaining her/his participation.

The chair or program director will need to indicate on the form the amount of matching funds that the department/program will provide. An application should be submitted for each student requesting travel funding.

All completed applications will be reviewed in the Dean's Office on a first-come first-served basis, and funding will end when the total allotted funding is exhausted. Thus, applications should be submitted as early as possible, as soon as students express a desire to participate in a conference. It is not necessary to wait for conference programs to submit a funding request.

If the student is to be accompanied by a faculty or staff member to an out-of-state conference, the faculty or staff member should list the student's name on the Travel Pre-Approval form. If the student is the only individual from the department or program attending an out-of-state conference, the student must submit a Travel Pre-Approval form. (Pre-Approval forms are not required for in-state travel.)

Travel reimbursement is made through the standard Travel Expense Report form, submitted after the travel takes place.

**COLLEGE OF LETTERS AND SCIENCE
APPLICATION FOR STUDENT TRAVEL**

Name of Undergraduate Student _____

Date _____ Student e-mail _____

Department/Program _____

Name of Professional Meeting to be Attended _____

Meeting Location _____

Meeting Date _____

Title of Student Presentation: (Poster or Paper ← *circle one*)

Name(s) of co-author(s) or co-performers (if any). In the case of more than one co-author/performer, indicate which one is also requesting funding.

Indicate **total** estimated cost of the student travel (including transportation, accommodations, food, and registration expenses):

\$ _____ = total estimated cost for student travel
(both to be reimbursed and covered by student)

\$ _____ = total commitment of the Department/Program
toward the cost of the requested travel

Department Chair/Program Director's Signature Date

Associate Dean's Signature Date

Applications will be reviewed in the Dean's Office on a first-come first-served basis.