**Department of Social Work**

**Minnesota State University, Mankato**

**Travel Fund Request Policy & Procedures**

The purpose of having this process is to provide funds to support student, staff, and faculty activities that meet departmental goals from our foundation account. Funds may be requested for cultural immersion experiences and travel to conference presentations. Any student, staff, or faculty member may apply for these funds based upon the criteria below. Faculty and staff only may also request funds for professional development opportunities. Note that these are distributed ONLY as reimbursement for out of pocket expenses incurred. Funds cannot be provided prior to travel, but only after the travel has concluded. For faculty, these funds should only be requested after Contract Travel/Professional Development funds have been expended. Funds are subject to availability annually and at faculty discretion; not more than $3000.00 can be distributed per fiscal year, unless department faculty vote to approve more to be distributed.

**Maximum Travel Fund request per person:**

* International (not including Canada or Mexico): $500
* Domestic: $300
* In-state: $150

**Criteria for Awards**

STUDENT APPLICANTS

* Applicant must be an undergraduate or graduate social work student who has been admitted to the major or is a declared Social Welfare minor.
* Student should apply for funds for the semester in which there will be reimbursable travel expenses.
* Students are not eligible to request funds for professional development opportunities.
* Support for credit-bearing course travel must use the ScholarshipFinder application process
* Student applicants must complete the attached application form, include a budget, and have their advisor or the trip faculty sign the form.
* Applicants must understand that it is their responsibility to complete an Out of State Travel Form before leaving if going out of state, and then also to complete a form for reimbursement and supply receipts upon return.

FACULTY APPLICANTS

* Faculty or staff may apply for funds.
* Faculty or staff should apply for funds for the semester in which there will be reimbursable travel expenses.
* Faculty or staff may only be awarded these funds once per fiscal year.
* Faculty or staff should only apply for funds as a supplement to their allocated Contract Travel/Professional Development funds or after those funds have been used.
* Applicants must understand that it is their responsibility to complete an Out of State Travel Form before leaving if going out of state, and then also to complete a form for reimbursement and supply receipts upon return.

**APPLICATION FORM**

**DEPARTMENT OF SOCIAL WORK TRAVEL FUNDS**

**Name: Tech ID:**

* Undergraduate student, Advisor:
* MSW graduate student, Advisor:
* Social work faculty or staff member

**Mailing Address:**

E-mail: Phone:

**Amount Requested & Type of Travel:**

* $ \_\_\_\_\_\_\_\_\_\_ International Travel (up to $500)
* $ \_\_\_\_\_\_\_\_\_\_ Travel in U.S., Canada, or Mexico but outside of Minnesota (up to $300)
* $ \_\_\_\_\_\_\_\_\_\_ Travel in Minnesota ($150)

**Specific Destination/Program:**

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**Dates of Travel:** Departure: Return:

**Statement of purpose for travel.** Please describe in 300 words the purpose of the trip and how it fits into your academic or professional goals. You may attach a separate page with this statement instead of using this box.

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Description of expenses (attach a complete budget, identifying which expenses you wish to be reimbursed):

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Name of Applicant

Signature Date

Name of Advisor or Trip sponsor (if applicant is student)

Signature Date

RETURN COMPLETED FORM TO:

Date form received: \_\_\_\_\_\_\_\_\_\_\_ (to be completed by Department of Social Work staff or faculty)

Time frame for requesting the reimbursement is 30 days from return.