Revised and updated for the 2019-2020 FY

COLLEGE OF LIBERAL ARTS: STUDENT REQUEST FOR DODSON FUNDS
(AVAILABLE FOR FULL-TIME LIBERAL ARTS MAJORS IN GOOD ACADEMIC STANDING ONLY)

Student Name: ____________________________ UTEP ID: ____________________________
Major: ____________________________ Classification: UG MA PhD
UTEP Email Address: ____________________________ Phone #: ____________________________
Dates of Travel/Event: ____________________________ Amount Requesting: $___________________
Location: ____________________________ Event Name: ____________________________
Department: ____________________________ Faculty Sponsor: ____________________________
Were funds requested from another department? Yes No
Source: ____________________________ Amount: $___________________

APPLICATION MUST BE SUBMITTED AT LEAST 4 WEEKS PRIOR TO TRAVEL DATE

Application Checklist

Please attach the following information to your Dodson Funds application when submitting it for review:

➢ Travel proposal or purpose of trip/event.
➢ Short, one paragraph statement from the faculty sponsor about how/if the trip/event ties with the UTEP Edge Initiative.
➢ A copy of the invitation to present, perform or exhibit.
➢ Confirmation and title of paper/poster being presented (if applicable.)
➢ Benefits (professional or educational.)
➢ Estimated itemized budget for travel costs.

Reimbursement/Travel Report

Students who receive Dodson Funds must submit a report of their travel/event within 10 days of their return DIRECTLY TO THE LIBERAL ARTS BUSINESS CENTER (LART BLDG., ROOM 350) OR VIA EMAIL TO MS. ELY AMPARAN AT EAMPARAN@UTEP.EDU. AUTHORIZATION FOR REIMBURSEMENT WILL NOT BE GIVEN TO THE DEPARTMENT WITHOUT THE PROPER PAPERWORK BEING TURNED IN and your possibility of receiving funds for future travel could be affected if you do not comply with these guidelines. Original receipts must be submitted directly to the student’s department WITHIN A MONTH OF THE STUDENT’S RETURN. IF THIS REQUIREMENT IS NOT MET, REIMBURSEMENT WILL NO LONGER BE AVAILABLE AND FUNDS WILL BE USED TO AWARD OTHER STUDENTS. The travel report should be a brief self-assessment documenting the benefit of the activity and must address the following points:

1. Date of travel/event.
2. Purpose of travel.
3. Detailed information of presentation outcome or workshops attended.
4. Educational or professional benefits of travel/event.
5. Indicate any potential outcomes (i.e., publication, future presentations or performances, future showings, etc.) that may result from your travel.

Please note that funds are for airfare/car rental (if covered in full by award and MUST be booked through Anthony Travel,) registration fees, transportation, gas, hotel and meals ONLY (excludes alcoholic beverages and souvenirs.) Under no exception will funds be awarded once travel has taken place.