

**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 travel/event **DIRECTLY TO THE LIBERAL ARTS BUSINESS CENTER (LART BLDG., ROOM 350.) 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. 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 (if covered in full by award,) registration fees, transportation, gas, hotel and meals ONLY (excludes alcoholic beverages and souvenirs.)