COLLEGE OF LIBERAL ARTS: STUDENT REQUEST FOR DODSON FUNDS  
(AVAILABLE FOR LIBERAL ARTS MAJORS ONLY)

Student Name: ____________________________ UTEP ID: ____________________________
Major: ____________________________ Classification: UG MA PhD
Email Address: ____________________________ Phone #: ____________________________
Dates of Travel/Event: ____________________________ Amount Requesting: $___________________
Location and 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 application when submitting it to the Dean’s Office for approval:

➢ 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.
➢ Benefits (professional or educational.)
➢ Estimated itemized budget for travel costs.

Reimbursement/Travel Report

Students and faculty sponsors who receive Dodson Funds must submit a report of their travel within 10 days of their travel/event with their original itemized receipts DIRECTLY TO THE DEAN’S OFFICE (LART BLDG., ROOM 343.) REIMBURSEMENTS WILL NOT BE PROCESSED WITHOUT THE PROPER PAPERWORK BEING TURNED IN TO THE DEAN’S OFFICE, and your possibility of receiving funds for future travel could be affected.

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, registration fees, gas, hotel and meals ONLY (excludes alcoholic beverages and souvenirs.)