

LIBERAL ARTS HONORS PROGRAM
STUDENT TRAVEL FUNDING APPLICATION

Liberal Arts Honors Program students may apply for up to \$800 in travel funds. Your applications will be received, and acted upon, on a rolling basis. Extenuating circumstances will be taken into account, but it is expected that you will submit your application at least a month before you expect to travel.

Your level of participation in the LAHP and your progress towards your LAHP minor will be taken into account when we evaluate your application.

If your application is approved you are expected to: arrange your travel by contacting your department's *Administrative Service Coordinator*. Conduct your travel exactly as you have described it in your application; use your travel experience to help promote the LAHP, e.g. by posting accounts of and/or photographs from your travel on the LAHP Facebook page and webpage; participate actively in at least one LAHP fund-raising activity.

Student Name: _____ Student Major: _____

Student ID: _____

Email _____

Address: _____ Phone #: _____

Dates of Travel/Event: _____ Amount requested: \$ _____

Location and Conference Name: _____

Name: _____

Faculty Sponsor: _____ Department: _____

Were funds requested from another department?

Yes

No

Source: _____ Amount: \$ _____

PURPOSE OF STUDENT TRAVEL

Description of Activities [include course or courses taken while travelling if relevant]

Expected Product of Travel [e.g., course credit, conference paper delivered, research conducted]

Expected Benefit of Travel to Student and to LAHP

Itemized Projected Budget:

LAHP Student [signature]

Reimbursement/Travel Report

Students who receive LAHP Travel funds must submit a report of their travel within 10 days of their travel/event with their itemized receipts to their *Administrative Service Coordinator*. **REIMBURSEMENTS WILL NOT BE PROCESSED WITHOUT THE REPORT and your possibility of receiving funds for future travel will be delayed.** This report should be a brief self-assessment documenting the benefit of the activity and must address the following points:

1. Date of travel or events.
2. Purpose of travel
3. Detailed information on work done
4. Educational benefits of travel or event
5. Indicate any potential outcomes (i.e., publication, future presentations or performances, future showings, etc.) that may result from travel.

Please note that funds are for airfare, gas, hotel and meals ONLY (excludes alcoholic beverages and souvenirs).

Please submit your request for funds electronically to Dr. Andrew Fleck at ajfleck@utep.edu