

STUDENT TRAVEL GRANT GUIDELINES *Revised July 2016*

The faculty, staff, and administration at The Ohio State University at Mansfield want to encourage students to take advantage of off-campus educational opportunities. To help make these learning activities possible, the Academic Enrichment Committee awards student travel grants.

Educational travel activities that qualify for these grants include special courses in the U.S, or another country, academic conferences and seminars, and trips with an academic component hosted by an Ohio State faculty member. To be eligible for university financial assistance, students must fulfill the following criteria:

- Be an Ohio State Mansfield student currently enrolled in at least 10 credit hours.
- Be enrolled for academic credit at the Ohio State University Mansfield that is connected with the activity or, in the case of a conference or seminar, be an active participant in the activity (as a performer of a work of art or a presenter of an academic paper or poster).
- Must not have a current record action of "Warning," "Probation," or "Probation by Special Action."

Factors that may also be used in making recommendations for awarding grants to students include, but are not limited to availability of funds, when the grant application form is received (all things being equal, grants will be awarded on a first-come, first-serve basis), academic merit of the activity, and academic credentials.

The Academic Enrichment Committee will review applications shortly after the fall priority deadline of October 15 and the spring priority deadline of February 15. Later or off-cycle applications may be considered if funding is available. The committee will make a recommendation to the Dean/Director of Ohio State Mansfield concerning the eligibility of each student, the level of funding, and the academic merit of the activity. Depending on the number of applicants and available funding, the campus might not be able to fund all applications each year.

All funding is subject to the university's travel reimbursement policies, and financial need is not considered in the approval of funding requests. The maximum funding per student each school year is \$1000 for domestic travel and \$1200 for international travel. Students presenting at academic conferences (with proof of acceptance) are eligible for funding up to the full cost of the trip, so long as it does not exceed the maximum allowed. All others— such as students enrolled in study abroad or engaged in class trips—can receive up to half of the cost of the trip up to the maximum funding.

When estimating costs, applicants should base estimates on research and provide sources (e.g. travel website like Expedia, conference website, expense sheet provided by study abroad). The Academic Enrichment Committee advises applicants to ask a supervising faculty member for help with estimates if possible. Here are three tips: (1) For hotel estimates, please indicate the name of the hotel and remember to include tax. (2) For mileage, specify the exact mileage between your home and the destination, and don't forget to include the drive back. (3) If your faculty sponsor recommends you use the federal per diem rate for meals and incidentals, keep in mind that at Ohio State, students are eligible for 50% of this rate. If you use another source to estimate food costs, please cite it.

The Ohio State University at Mansfield
STUDENT TRAVEL GRANT APPLICATION

If you already received the maximum award for Student Travel Grant funds for travel during the academic year (July 1 – June 30) in which this travel occurs, you are not eligible for further funds, and you should not complete this form. If you received less than the maximum, you are welcome to apply for the balance or part of the balance.

Please check one or more of the following three categories and provide requested information.

(1) SPECIAL COURSE IN ANOTHER COUNTRY

Name of country:

Title(s) of course(s):

(2) ACADEMIC CONFERENCE OR SEMINAR

Name of conference or seminar:

Location:

If presenting, title and format of presentation:

If not presenting, name of conference-related Ohio State course you are taking:

(3) EDUCATIONAL TRAVEL RELATED TO AN ACADEMIC PROGRAM IN THE US OR ANOTHER COUNTRY (USUALLY HOSTED BY AN OHIO STATE FACULTY MEMBER)

Name of trip:

Places you plan to visit:

Title of course(s) required for this trip:

Name of Ohio State Faculty Member who will organize or supervise this activity:

Name of Ohio State Faculty Member who has agreed to serve as an academic reference if needed (no recommendation letter is necessary):

Dates of the activity _____ Student ID# _____

Name: Last _____ First _____ Middle _____

OSU email address _____

Local address _____

Permanent address _____

Phone number for contact with you _____ Major _____

Number of hours currently enrolled _____

OSU Grade Point Average _____ Total credits earned at Ohio State _____

Semester(s) you were an Ohio State Mansfield student last academic year:

_____ Autumn _____ Spring _____ May or Summer _____

Semester(s) you were or plan to be an Ohio State Mansfield student this academic year:

_____ Autumn _____ Spring _____ May or Summer _____

Please explain how you will benefit academically from this activity:

Estimated cost (subject to the university's travel reimbursement policies):

Travel - Airfare \$ _____

Travel - Auto (reimbursed at current rates) \$ _____

Lodging \$ _____

Food (reimbursed at current rates) \$ _____

Registration/Fees \$ _____

Other (please specify) \$ _____

TOTAL ESTIMATED COST \$ _____

For a major trip or study abroad, when is your final payment due for this activity? _____

If the travel grant should be paid to a specific business or organization, please include the name and address here:

By signing this application, you acknowledge the use of these funds only for the activity specified above. You must refund the Travel Grant or forfeit reimbursement if you do not complete the course and/or the activity.

Applicant's signature

Date

Please return to Academic Enrichment Committee Chair, Dr. Dennis Shaffer, 343 Ovalwood Hall, Ohio State University, Mansfield, OH 44906; shaffer.247@osu.edu. Electronic applications (pdf attachments) are preferred. Just print, sign, and (if you can) scan and attach this application.

******* (Note to Applicant: After your request has been approved, you will receive a copy. Please contact Heather Armstrong to obtain a T number. Do not incur expenses until you receive the T –Number either from her or your travel group advisor.) *******