

## **Student Travel Grant guidelines**

The faculty, staff, and administration at The Ohio State University 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 University Mansfield student currently enrolled in at least 10 credit hours.
- Be enrolled for academic credit 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.

To apply, fill out the Student Travel Grant application form.

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.

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.

*Document revised October 2017*

*The current version of this document is maintained by the Academic Enrichment Committee.*