

Student Travel Grant Program

Walker College of Business Appalachian State University Guidelines and Application Form

The Walker College of Business (WCOB) Student Travel Grant Program assists business students with the cost of travel related to (1) course field trips, and (2) student club and organization travel, provided that the travel involves a significant educational component.

Awards of up to 25% of the total cost of the trip, or \$1,200 per student club / organization, whichever is smaller, will be granted during a given academic year, depending upon need, availability, and merit. Awards for course field trips will be granted on a case-by-case basis, depending upon need, availability, and merit.

To be considered for support, applicants must submit a complete and comprehensive application, including an itemized budget (see attached). Applications should be routed through the Departmental Administrative Assistants, who should then submit Departmental applications to the Dean's Office.

The sooner requests are received, and the more lead time that is given in advance of travel, the more likely funding will be available.

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Student Travel Support Request Form

Walker College of Business

Name of Group: _____

Contact Person: _____

Email Address: _____

Number of Students Traveling: _____

Dates of Travel: _____

Destination: _____

Total Cost of Travel: _____

Funds Requested From
COB Dean's Office: _____

Funds Requested From
Other Sources: _____

Has your group received travel funds from the
COB Dean's Office yet this academic year? _____ Yes _____ No

Provide a brief description and significance of the trip:

Club Advisor / Instructor

Signature **Date:** _____

Comments (If club funds are not being provided, explain.):

Department Chair

Signature **Date:** _____

Comments (If department funds are not being provided, explain.):

Itemized Budget

Include details of the total expenses (estimated) for the activity. List the actual dollar contributions from other sources (identify source).

| Description | Total Dollar Estimate | Funds from Other Sources* Amount | Source | Funds Requested From COB |
|--|--------------------------|--|--------|--------------------------------|
| Destination and mode of transportation (airplane/state or personal car) | | | | |
| Length of stay & lodging estimate | | | | |
| Meal allocation (per state guidelines) | | | | |
| Registration (if applicable) | | | | |
| Parking (if applicable) | | | | |
| Taxi (if applicable) | | | | |
| Other (explain) | | | | |
| TOTALS | | | | |

*Identify source: C = Club; D = Department; P = Personal; O = Other

Justification of budget items (required)

Transportation:

Lodging:

Meals:

Registration:

Taxi:

Other: