

# Student Travel Proposal

Please read the following. In order for your proposal file to be complete, all of the forms below must be received by the deadline.

All students in your group (including yourself) must submit the following form:

Student Travel Waiver, Responsibilities and Conduct Form

Your travel advisor must submit the following form:

Advisor's Role and Responsibilities

Your proposal/file will only be complete once all of the above forms have been submitted through OrgSync.

Forms submitted after the deadline will not be accepted.

## Student Travel Guidelines

The Student Travel Program is a student fee funded program that provides travel grants for MSU Denver students. These grants help fund the cost of transportation, registration and lodging for qualified individuals or student groups wishing to attend regional and national professional conferences or conventions. Individual students, pairs or student groups may apply for funding once each fiscal year (July 1 – June 30).

Individual Funding - One student presenting original research at a conference. Eligible for up to \$600.

Pair Funding - Two students presenting original research at a conference. Eligible for up to \$1,200.

Group Funding - Three or more students who just want to attend a conference (not presenting). Eligible for up to \$1,800.

## Who is eligible?

Groups of three or more MSU Denver students, including members of student organizations, attending a conference.

Individual students attending and making scholarly presentations at conferences or conventions.

Pairs (group of 2) of students attending and making scholarly presentations at conferences or conventions

Students' conduct history will be checked. Any conduct violations may impact your ability to receive Student Travel funding.

All students (both undergraduate and graduate) must have a Travel Advisor (full-time MSU Denver faculty member or administrative staff member) agree to accompany them on the trip. Student Travel does not provide funding for the Travel Advisor. Students will not be eligible to apply for funding unless they have an approved Travel Advisor.

Students and student groups who receive a Student Travel grant will not be eligible to apply again for funding until the following academic year.

Student Travel recognizes July 1st – June 30th as the fiscal year for funding.

Full time employees of MSU Denver are not eligible even if they are a student. Employees have access to professional development funds through their departments.

## Undergraduate Student Requirements

Students must have completed at least 12 credits of coursework at MSU Denver before they can apply for travel funding.

Students must be enrolled in 6 credits of coursework on the Main (Auraria) MSU Denver Campus, including on-line courses, the semester they plan to travel. Extended campus courses, correspondent courses and other coursework exempt from the Student Affairs Fee do not count toward the 6-credit requirement. No exceptions can be made for this enrollment requirement.

Students must have a cumulative GPA of 2.5 or better. The program will not round a student's GPA.

Participation in the Student Travel Program may be contingent on your prior behavior at the University. When applying to this program the Dean of Students Office will be consulted as to whether or not you have a student conduct file at the University. If there are applicable files, you may be asked to provide an explanation. A student conduct file does not automatically prohibit participation in the program, but will be considered along with the application materials.

## Graduate Student Requirements:

Students must have completed at least 6 credits of graduate coursework at MSU Denver before they can apply for travel funding.

Students must be enrolled in 6 credits of graduate coursework on the Main (Auraria) MSU Denver Campus the semester they plan to travel. Extended campus courses, correspondent courses and other coursework exempt from the Student Affairs Fee do not count toward the 6-credit requirement. No exceptions can be made for this enrollment requirement.

Students must have a cumulative GPA of 3.0 or better. The program will not round a student's GPA.

Participation in the Student Travel Program may be contingent on your prior behavior at the University. When applying to this program the Dean of Students Office will be consulted as to whether or not you have a student conduct file at the University. If there are applicable files, you may be asked to provide an explanation. A student conduct file does not automatically prohibit participation in the program, but will be considered along with the application materials.

## How to Apply:

The following actions/items are required for a Student Travel Proposal to be considered for funding:

The Individual/Lead Student must complete a consultation meeting (<https://orgsync.com/34367/forms/69229>) prior to the proposal deadline. This consultation meeting is required so that the specifics of the funding process, including the proposal and presentation, may be discussed. Failure to complete a consultation meeting prior to the proposal deadline will result in a 10-point deduction from your scoresheet.

A completed Student Travel Program Proposal must be submitted in accordance with the Proposal Submission Dates (see due dates). All forms that need to be submitted for a complete proposal can be found online here: <https://www.msu-denver.edu/studentactivities/studenttravel/travelforms/> Completed all information and tasks listed on the "form description" of the proposal.

Completed Travel Proposals are to be submitted via OrgSync by the first day of the month TWO MONTHS PRIOR to traveling (e.g., August 1st for travel in October). See schedule for due dates. No late or incomplete proposals will be accepted.

The Individual/Lead Student is required to give a 10-15 minute presentation of his/her proposed travel to the Student Travel Committee. The Advisor

must be in attendance. The Student Travel Committee meets once a month on a Friday. See schedule for dates.

No late or incomplete proposals will be accepted.

The Student Travel Program will consider funding the following:

Transportation to and from the event. Transportation may include airfare and/or ground transportation.  
Conference registration  
Lodging

The Student Travel Program does not provide funding for meals or other incidental expenses, nor does it have funding available for International Travel (other than Canada and Mexico). In accordance with the University's official travel policies, any requests for funding to attend conferences in Canada or Mexico must be pre-approved by the Provost and Vice President for Academic & Student Affairs.

If funding is approved, what happens next?

After receiving notice of funding awards through the Student Travel program, each individual or group is required to meet with the Director of the Student Travel Program to finalize travel arrangements and to discuss their obligations and responsibilities.

Student Travel Committee:

The Student Travel Committee consists of MSU Denver faculty, staff, and students. The Student Travel Committee has four regular voting members. The Committee members include: Director of Student Travel (non-voting member), who serves as the Committee's Chair; designated representative from the Student Government Assembly; the Student Travel Assistant; a faculty member; and a student-at-large. The Committee typically meets the second Friday of each month to determine funding for the Student Travel Proposals submitted for that month. Please speak with a Student Travel employee for your presentation date and time.

The Committee bases its recommendations on the following:

Thoroughness and quality of proposal materials and completion of all application requirements  
Academic enrichment of the event (both to those attending and to the MSU Denver student body)  
Personal goals  
Enhancement of diverse thinking at MSU Denver  
How you will share the knowledge learned  
How the travel proposal supports the educational mission of the institution  
Personal enrichment of the event to the individual(s) attending  
Compliance with all MSU Denver and State of Colorado Fiscal Rules  
Availability of funds

The Committee scores each proposal and presentation utilizing a scoring rubric. Funding decisions may be appealed to the Director of Student Activities for reconsideration in special situations.

Stipulations:

No funding is available for proposals submitted after the deadline.

Last minute changes or late fees are the financial responsibility of the organization, club or individual making the changes, not the responsibility of the Student Travel Program or Student Travel Committee.

No funding is available for any individuals other than MSU Denver students.. Faculty and staff are excluded from funding from this program.

A travel advisor is required to accompany students on trips. This helps to enhance the educational experience of the students, ensure positive institutional representation and participation, ensure proper conduct and handle any emergency that may arise while at the off-campus event. Please call the Student Travel Program at (303) 556-2595 for further information regarding travel advisors.

The travel advisor may only be listed on a maximum of 3 proposals per conference. One advisor may not accompany more than 3 groups/pairs/individuals to one conference. This rule applies to group, pair, and individual funding.

All students applying for Student Travel funding must read and electronically sign the Student Travel Waiver, Responsibilities and Conduct Form when they apply for funding. Each person traveling is expected to abide by the Code of Conduct while traveling as a representative of MSU Denver. Students and travel advisors must bring their MSU Denver ID cards with them while traveling as representatives of the University.

Incomplete forms or non-compliance with any condition of this program could result in refusal of funding for the individual or the organization for the following full year. If form is completed at a later time, the individual or group may be reinstated for future funding. Additionally, if a student does not attend the conference for any reason and travel arrangements have been purchased, that student is responsible for paying back all costs to the program. If the student chooses to not pay the program back, that student may have to go through the conduct process.

## Consultation Information

Have you scheduled a consultation meeting with the Student Travel Staff? [Required]

Valid input:

- Select only one choice.

☐ Yes

☐ No

## Consultation Disclaimer

All lead students must complete a consultation meeting with a student travel staff member prior to the proposal deadline. [CLICK HERE](#) to schedule a consultation meeting. Failure to complete a consultation meeting will result in a 10-point deduction on your scoresheet.

## Conference Information

Name of Conference: [Required]

Location of Conference (City, State): [Required]

Dates of Conference: [Required]

Conference Materials [Required]

Please upload the brochure or flyer for the conference, or a screenshot of the conference's website.

Have you ever received travel funding from this program before? [Required]

Valid input:

- Select only one choice.

☐ Yes

☐ No

If you answered "yes" to the above question, please indicate when you last received funding (month/year) and for what purpose (name and location of event):

Which type of funding are you applying for? [Required]

☐ Individual \$600 (presenting original research at conference)

☐ Pair funding \$1,200 (2 students presenting original research at conference)

☐ Group funding \$1,800 (group of 3 or more students wishing to just travel to a conference)

## Letter of Acceptance for Presenting at Conference

Upload acceptance to present at conference documentation [Required]

Please upload documentation indicating acceptance to present at the conference. This can be a copy of a letter or email and must contain the name of the conference.

## Lead Student Information

Date of Birth (mm/dd/yyyy): [Required]

Lead Student Information: [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

- name@myschool.edu

First name:

Middle initial:

Last name:

Email address:

Phone number:

Address:

City:

State:

ZIP:

Please enter your name exactly as it appears on your driver's license or state issued ID [Required]

MSU Denver Student ID #: [Required]

Default: 900

Valid input:

- Numeric - ex: 1111

Class Standing [Required]

Valid input:

- Select only one choice.

- must select a value.

☐ Freshman

☐ Sophomore

☐ Junior

☐ Senior

☐ Graduate Student

Cumulative GPA: [Required]

Undergraduate students must have a cumulative GPA of 2.5 or higher and graduate students must have a cumulative GPA of 3.0 or higher to qualify for Student Travel Funding.

Valid input:

- Numeric - ex: 1111

Number of credits enrolled in on the main campus the semester of travel: [Required]

Students must have completed at least 12 credits at MSU Denver at the time of application, and must be enrolled in at least 6 credits during the semester of travel.

Valid input:

- Numeric - ex: 1111

Emergency Contact Name: [Required]

Emergency Contact Phone Number: [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Please enter the name of each student (in addition to the lead) who will be attending the conference.

Please list the department or student organization you are affiliated with for this conference. If there's more than one, please list them. [Required]

## Travel Advisor Information

Travel Advisor Name (MUST be a full-time MSU Denver faculty or staff member): [Required]

Travel Advisor Email [Required]

Valid input:

- name@myschool.edu

## Transportation Type

How do you plan on traveling to the conference?

Valid input:

- Select only one choice.

- ☐ Airplane
- ☐ Rental Car
- ☐ Personal Automobile
- ☐ Shuttle or Bus
- ☐ Other (ex: Train)
- ☐ No Transportation Funding Needed

## Ground Transportation Funding

PLEASE NOTE: If you are driving to the conference, your Travel Adviser MUST drive or caravan with the group or individual.

What is the amount of funding you will need for round-trip mileage to and from the conference? (To calculate this, multiply the total mileage by \$0.49). Please note that mileage rates may change throughout the year. Only complete this section if you are traveling in a personal automobile. Default: \$

If you are requesting to travel to the event by rental car please complete the following information. Please note that we can only reimburse for rental vehicles. There is no way for Student Travel to pre-pay for rental vehicles. An original receipt must be turned in to the Director of Student Travel in order to reimburse a rental vehicle. Liability and collision insurance should be purchased when renting or leasing a car.

Rental Car Company Name:

Company Address:

Company Phone Number:

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Estimated Cost:

Default: \$

If you are requesting to travel to the event by bus or shuttle, please fill out the information below.

Bus/Shuttle Company Name:

Company Address:

Company Phone Number:

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Estimated Cost:

Default: \$

## Air Transportation Funding

Airfare Quote #1 [Required]

This should be your preferred flight itinerary. Please make sure your quote includes dates, times, airports, airline, etc.

#### Airfare Quote #2 [Required]

This will be your second choice for airfare, just in case your first option is sold out at the time of booking.

#### Preferred Flight Information: [Required]

Please include the name of the airline, and the dates and times of departure and return flights.

Total airfare cost (ticket price x number of students): [Required]

Default: \$

## Other Transportation Funding

Please describe the method of transportation you are requesting to use to travel to the conference. [Required]

Cost of transportation: [Required]

Default: \$

## Conference Registration

PLEASE NOTE: Depending on the registration deadline, it is preferred that the Student Travel Program pay registration fees, as opposed to individuals or the student club/organization paying and then seeking reimbursement.

Does your request include funding for prepayment or reimbursement for registration? [Required]

Valid input:

- Select only one choice.

☐ Yes, prepayment is requested (asking that Student Travel pays and processes registration)

☐ Yes, reimbursement is requested (registration has already been processed and paid by applicant)

☐ No

If requesting prepayment, please give the date when registration forms and fees are due:

Total amount of conference fee funding requested (amount per student x number of students):

Default: \$

## Lodging and Total Funding Amounts

### Overnight Sleeping Arrangements & Individual Sleeping Surfaces [Required]

#### Overnight Sleeping Arrangements

If confirmed as a participant on this trip/program, you will likely be sharing spaces with your peers, including sleeping arrangements (i.e. sharing a hotel room). The University recognizes that some students have particular needs or considerations with respect to sharing spaces with others and wants to ensure that your needs are considered in such arrangements. If you have particular considerations or needs related to overnight accommodations you may choose to discuss this with the peers with whom you'll be travelling to develop an agreeable plan to meet your needs, or you may engage the trip/program administrator (Dave Bourassa, dbourass@msudenver.edu) if you'd prefer that a University administrator assist you. You are advised to communicate about your needs at least 6 weeks prior to the trip's departure and/or prior to booking hotel rooms, if applicable. Additionally, please be advised that if you require accommodations related to a disability in order to participate fully in this experience, including related to overnight arrangements, please contact the MSU Denver Access Center (303-556-8387) and see [www.msudenver.edu/access](http://www.msudenver.edu/access) as soon as possible to initiate a request for accommodations.

#### Individual Sleeping Surfaces

Each individual student participant is to have access to an individual sleeping surface (i.e bed, cot, etc.). Students who wish to share sleeping surfaces (bed sharing) may request an exception by submitting a written request to the trip/ program administrator (Dave Bourassa, dbourass@msudenver.edu). Written requests must be submitted to the program administrator prior to making lodging reservations. The program administrator will make the final determination based off the information included in the written request. Students will not be required to share sleeping surfaces or spaces. Arrangements outlined in the written request must fall within the room occupancy policy of the lodging facility. Everyone sharing the space (hotel room, cabin, vacation rental, condo, etc.) must agree to the proposed arrangements. The program administrator will communicate with individual participants to make sure they agree with the proposed arrangements. In general, the University expects that participants will determine the allocation of the space's sleeping surfaces within the room (i.e. which student uses which bed), unless otherwise requested by a student participant.

Valid input:

- Select only one choice.

☐ I have read the statements above regarding overnight sleeping arrangements and individual sleeping surfaces and agree to follow the procedures listed in these descriptions.

#### Lodging Quote #1 [Required]

#### Total Lodging Cost (Room + Taxes): [Required]

Don't forget to include hotel taxes and fees. It is recommended that you call the hotel to ask them what they charge in taxes.

Default: \$

#### Lodging Quote #2

#### Preferred Lodging Information: [Required]

Please provide the name, address and phone number for your preferred lodging location.

PLEASE NOTE: The maximum amount available for qualified individual students is \$600.00; the maximum amount available for pair funding is \$1,200.00. The maximum for qualified groups is \$1,800.00. Student Travel cannot pay for any expenses until funding is granted. Only expenses listed in the proposal will be considered for funding.

Total number of students, including yourself, for whom you are requesting funds (only students included in this number will be considered for funding):  
[Required]

Valid input:

- Numeric - ex: 1111

Are you receiving funding for this trip from any other source? [Required]

Valid input:

- Select only one choice.

☐ Yes

☐ No

If you answered "yes" above, list the name of the source and the amount of funding they are providing:

Total amount of funding you are requesting from the Student Travel Program: [Required]

Please provide separate amounts for: Transportation, Conference fees, Lodging, Other costs, and a Grand Total.

## Proposal Narrative

Please answer the following questions thoughtfully, writing at least a paragraph for each. Be sure to use proper language and grammar. Additionally, make sure to be prepared to share these responses with the Student Travel Committee at your presentation. You may only submit one proposal narrative.

Please describe your goals and projected outcomes for attending this conference. [Required]

Are you presenting at this conference? If so, please describe the topic/research you will be presenting.  
If you are not presenting please describe the conference sessions or workshops you will be attending and why you chose them. [Required]

What significant educational, networking and/or leadership opportunities does this conference offer you and/or your group? [Required]

How will you share the knowledge and information you gain at this conference with other students in your organization, class, academic area, or the student body as a whole? [Required]

Please describe how traveling to this conference supports the mission statement of the University. [Required]

## Student Travel Program Policies and Procedures

I have read and understand all of the Student Travel Program policies and procedures on the Student Travel website and the Student Travel Waiver, Responsibilities and Conduct form. I am aware of the program submission deadlines. [Required]

☐ Yes