**Bayh College of Education**

**Undergraduate Faculty-Led Travel Funding Application**

Please include this cover page with your application.

Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Undergraduate Travel Funding** |
| Student Names and ID Numbers:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Faculty Sponsor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Faculty Sponsor Letter of Support Attached? \_\_\_Yes \_\_\_No  Location and Purpose of Travel:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dates of Travel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Submit your application, including all supporting documentation, to the

Office of the Dean

Bayh College of Education

University Hall 109

Questions regarding the funding process may be directed to the Dean’s Assistant.

**Bayh College of Education**

**Undergraduate Faculty-Led Travel Funding**

*Purpose:*

Supplemental funding from the Bayh College of Education (BCOE) Dean is intended to provide support for educational experiences that enhance learning and promote the College’s mission and goals.

*Eligibility to Receive Funds:*

* Students must have a declared major in the BCOE or other teacher education programs or must be registered in a BCOE course to receive travel funds.
* Funding must be used for the purposes detailed in the funding request. Any unspent funds must be returned to the Dean’s Office.
* Faculty/students may receive funding no more than once per academic year.

*Description of Funding:*

**Undergraduate Faculty-Led Travel Grants** are available to individuals or groups seeking to participate in events (such as conferences) not located on campus and which are sponsored by separate organizations.

* Travel shall be defined as the cost associated with transporting individuals from the main campus of Indiana State University to a destination as determined by the applying organization.
* Estimation of funds necessary for travel will be solely based on the Privately Owned Automobile Mileage Rate provided by the U.S. General Services Administration.
* Mileage shall be determined as the distance between the campus of Indiana State University and the destination submitted by the applying organization.

**Application Process**

The following documents should be turned in together as one packet:

1. Narrative that describes the travel plan, including the educational value of the activity and the connection with BCOE mission and goals.
2. Documentation of the event (e.g., conference call for registration, hotel rates).
3. Budget document with full costs, requested amount, and narrative justification. Include any other funding that has been secured for this request (e.g., university travel grant, departmental funding). Travel estimates must use criteria found at the travel office for the university: (www.indstate.edu/controller/finance/trav-bud/home.html). Note: All travel must be completed during the period indicated in the proposal.
4. Letter of support from BCOE faculty sponsor that clearly indicates the faculty member’s support for and participation in the travel.