



**2019-2020 Travel Funding Guidelines**  
**Updated: July 11, 2019**

## **Travel Deadlines**

Applications open August 1, 2019

- Travel for July 1- August 31st
  - Application Due: September 1st
  - Decisions Sent No Later Than: September 30th
- Travel for September 1st- November 30th
  - Application Due: October 1st
  - Decisions Sent No Later Than: October 31st
- Travel for December 1st- January 30th
  - Application Due: November 1st
  - Decisions Sent No Later Than: November 30th
- Travel for February 1- February 29th
  - Application Due: January 1st
  - Decisions Sent No Later Than: January 30th
- Travel for March 1st- March 31st:
  - Application Due: February 1st
  - Decisions Sent No Later Than: February 28th
- Travel for April 1st-April 30th
  - Application Due: March 1st
  - Decisions Sent No Later Than: March 31st
- Travel for May 1st- June 30th
  - Application Due: April 1st
  - Decisions Sent No Later Than: April 30th

## **Use and Restrictions**

*Humanitarian trips:* The Travel Committee will only consider humanitarian trips that meet all of the following conditions:

- The trip must be sponsored by a recognized student organization, university department, or College.
- If you indicate that your trip is humanitarian, you will be required to submit a post-event form before reimbursement. Failure to submit this form may result in a denial of reimbursement.

*Research trips:* Only non-credit based research (extracurricular research, separate from dissertation or thesis) is eligible for travel funding. This will require an additional letter from your department with your application to be approved. The letter must meet the following conditions:

- On department letterhead
- Confirming dates of travel