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Executive Student Council  
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## Executive Student Council

# Travel Award Policies

### Eligibility Criteria:

- All registered students of RFUMS are eligible to apply for the Travel Award for an academic or career enhancing event, conference, and/or meeting
- Must present financial need and show evidence of attempts to acquire funds through related student organizations (i.e. if attending a conference on Mental Health and Youth, show that you have first requested funds from the Mental Health and Youth Interest Group or a related group) as well as other non student sources, such as the organization sponsoring the event, a national professional organization, or from appropriate members of the university (academic departments, deans). Receiving funds does not preclude students from receiving a travel award.
- Must demonstrate active participation (i.e. if giving a poster presentation, attach abstract; if speaking at an event, attach program; and if none of the above, officially present event information to students upon return)
- Must show proof of attendance via submission of relevant receipts (i.e. receipts for conference fees, accommodations and travel expenses only)
- Due to a limited number of travel awards that are available, students are limited to two travel awards per academic year. The Student Dean Cabinet has the authority to make exceptions to this rule in extenuating circumstances
- Travel awards for students listed as first author presenting research at conferences (or second author if first author is not attending) will get priority for travel awards, provided that they show that they have attempted and have been unable to secure funding from other sources
- Student Organizations that send delegates or speakers to various conferences should budget the costs of sending people to conferences within the organization's budget. The student organizations should also attempt to fundraise to send members to conferences before requesting a Travel Award. Exceptions will be made for newly created student organizations.

### Award:

- A limited number of awards will be allotted per month
- Award will contribute to conference fees, accommodations, and related travel expenses
- \$200 is the maximum amount allotted with each award, but awards of lesser amounts may be awarded depending on available funding

### Application Process:

- Complete Travel Fund Application and submit within 90 days of completion of travel to [ESCPresident@rosalindfranklin.edu](mailto:ESCPresident@rosalindfranklin.edu)
- Applications must be submitted before the Executive Student Council meeting to be considered for that month's allotments
- The Student Dean Cabinet will process applications within one week of the month's Executive Student Council Meeting

- The Student Dean Cabinet will have the following options
  - Recommend to the ESC to approve or deny the travel award
  - Request additional information from the applicant
  - If all of the month's travel allotments are used, the Student Dean's Cabinet shall, at its discretion, reconsider additional travel awards the next month
  - Decisions will be announced within 2 weeks after the month's ESC meeting
- All decisions of the Student Dean Cabinet are final
- Travel Award check will not be issued until a copy of the conference registration (if applicable) and receipts (which must meet or exceed the amount of the Travel Award) are received.