

**DAVID LAVALLEE STUDENT TRAVEL FUNDS**  
**SPRING 2012/SUMMER 2012 GUIDELINES AND APPLICATION**

The purpose of this program is to help undergraduate and graduate students cover the costs of traveling to regional and national scholarly conferences or exhibitions to present, exhibit, or perform their scholarly work during the Spring 2012 and Summer 2012 semesters (January 23, 2012—August 7, 2012). Funding for this program is available due to the generosity of donations made to the SUNY New Paltz Foundation.

**Who is eligible?**

- Applicant must be a current SUNY New Paltz undergraduate or graduate student registered and with tuition and fees paid for the Spring 2012 semester.
  - Undergraduate applicants must be juniors or seniors
  - Applicant must have declared a major
  - Applicants must have a minimum cumulative grade point average of 3.00 at the time of application
- \* Note that travel to/from Internships and Student Teaching locations is not eligible for funding.*

**How much funding is available?**

Up to \$400 may be awarded to a single applicant, and a student may receive only one travel award from this program each academic year.

**How will award decisions be made?**

The Provost will review applications and make award determinations. If funds cannot cover all eligible applications, preference may be given to students who have not previously received funding through this program.

**Usage of Funds if Application is Selected for Funding**

Funds will not be dispersed until a copy of the acceptance letter for the presentation, exhibition, or performance is provided. Please note that while registration fees may be paid directly to the vendor if sufficient processing time allows, awards made for transportation and/or lodging will be processed as a reimbursement to the award recipient upon completion of the travel (meals and per diems are not eligible expenses.) Reimbursement paperwork that includes original receipts and proof of attendance at the conference or exhibition will be required.

**How to Apply**

Applications must include the following:

1. Completed application
2. Copy of current internal transcript (unofficial is acceptable)
3. Letter of recommendation from faculty member in the department of major

Incomplete applications will not be accepted. The applicant is responsible for ensuring that all documentation is attached to the application at the time of submission; the Provost's Office is not responsible for separated documents and/or misdirected mail. Please submit application and documentation to: SUNY New Paltz Office of the Provost, HAB 801, 1 Hawk Drive, New Paltz, NY, 12561.

**Application Deadlines**

For travel occurring January 23, 2012, through August 7, 2012, the application deadline is **February 24, 2012**. Applications received after the deadline will not be accepted.

**DAVID LAVALLEE STUDENT TRAVEL FUNDS  
SPRING 2012/SUMMER 2012 APPLICATION**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Student ID# \_\_\_\_\_ Date of Birth \_\_\_\_\_

College Address \_\_\_\_\_ Phone \_\_\_\_\_

Permanent Address \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

(Check one)

Spring 2012 Class Year:      \_\_\_\_\_ Junior      \_\_\_\_\_ Senior      \_\_\_\_\_ Graduate Student

Academic Major \_\_\_\_\_

Cumulative Credits Completed \_\_\_\_\_ Cumulative Grade Point Average \_\_\_\_\_

Expected Date of Graduation \_\_\_\_\_

Name of faculty member from your department of major from whom you have requested a letter of recommendation:

\_\_\_\_\_

Name, Date, and Location of Conference or Exhibition \_\_\_\_\_

\_\_\_\_\_

Dates of Travel (departure and return): \_\_\_\_\_

Please describe how attendance at this conference will contribute to your primary academic work/interests (attach additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of funding requested from the David Lavallee Student Travel Funds:

Transportation, e.g., airfare, train, bus, or other (please specify method) \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Registration \$ \_\_\_\_\_

Total funding requested \$ \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: Applicants are responsible for seeing that their application is complete and all required documentation is attached. Please submit completed application, copy of internal transcript (unofficial is acceptable), and faculty recommendation to: SUNY New Paltz Office of the Provost, HAB 801, 1 Hawk Drive, New Paltz, NY, 12561.  
DEADLINE: FEBRUARY 24, 2012**