DAVID LAVALLEE STUDENT TRAVEL FUNDS
SPRING 2015/SUMMER 2015 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 2015 and Summer 2015 semesters (January 20, 2015—August 7, 2015). 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, matriculated, and registered SUNY New Paltz undergraduate or graduate student, with tuition and fees paid for the Spring 2015 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, Student Teaching assignments, etc. are not eligible for funding through this program.***

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. No more than two students will be supported for travel to a particular conference from a single department or program per academic year.

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, along with documentation that includes original receipts, proof of attendance, and donor letter of thanks. 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 for reimbursement through this program***.)

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 Office of the Provost is not responsible for separated documents and/or misdirected mail. Please submit application and documentation to: SUNY New Paltz, Office of the Provost, HAB 802, 1 Hawk Drive, New Paltz, NY, 12561.

Application Deadlines

For travel occurring January 20, 2015, through August 7, 2015, the application deadline is **February 27, 2015.** Applications received after the deadline will not be accepted.

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SPRING 2015/SUMMER 2015 APPLICATION

First Name _____ Last Name _____

Student ID# _____ Date of Birth _____

College Address _____ Phone _____

Permanent Address _____ Phone _____

Email Address _____

(Check one)
Spring 2015 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 the scholarly work you will be presenting/exhibiting/performing, and 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 802, 1 Hawk Drive, New Paltz, NY, 12561. DEADLINE: FEBRUARY 27, 2015