

# STUDENT TRAVEL AWARD APPLICATION

## STUDENT'S INFORMATION

name: \_\_\_\_\_

phone: \_\_\_\_\_

email: \_\_\_\_\_

major/minor: \_\_\_\_\_

expected graduation date: \_\_\_\_\_

Address to which the reimbursement check should be mailed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## FACULTY MENTOR'S INFORMATION

name: \_\_\_\_\_

phone: \_\_\_\_\_

email: \_\_\_\_\_

## CONFERENCE INFORMATION (Do not leave anything blank):

Event/conference name: \_\_\_\_\_

Abstract/performance description acceptance notification date: \_\_\_\_\_

Date/time of departure: \_\_\_\_\_ return: \_\_\_\_\_

Event/conference location- city: \_\_\_\_\_ county (not country): \_\_\_\_\_ state: \_\_\_\_\_

Presentation title: \_\_\_\_\_

Applicant's role: ☐ Lead Presenter (1<sup>st</sup> author; eligible for up to \$1000) ☐ Secondary author (non-presenter)

Alternate presenter (required if the registration fee is to be paid in advance): \_\_\_\_\_

Travel (indicate all that are relevant)	Estimated or actual amount and explanation where appropriate (number of days, miles traveled, etc)
train, bus, airfare	
rental car	
personal car mileage <sup>a</sup>	
incidentals (gas, tolls, etc.)	
Hotel <sup>b,c</sup>	
Food (M&IE) <sup>b</sup>	
Included meals	<input type="checkbox"/> meals included in conference fee <input type="checkbox"/> meals not included
Registration fee	
TOTAL (see next page if over cap)	

<sup>a</sup> For current rates see: [www.gsa.gov/portal/content/100715](http://www.gsa.gov/portal/content/100715)

<sup>b</sup> For current allowable rates see the following web site. Click on the state and then find the appropriate locality/county. [www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287) NOTE: Meals and/or lodging included in the conference fee are not reimbursable. Use the meal per diem as an estimate. Original receipts will be required for reimbursement.

<sup>c</sup> Hotel rates exceeding the allowable amount must be accompanied by a justification: [www.newpaltz.edu/travel/forms/lodging\\_justification.pdf](http://www.newpaltz.edu/travel/forms/lodging_justification.pdf)

FOR OFFICE USE:	
Student signature req	
Conf. announcement	
Abstract	
Acceptance letter	
Presenter order	
>\$1000 explained	
Miscond. statement signed	
Mentor signed application	
Dept. chair signed app.	

Please indicate other sources of funding (ex, Student Assoc., academic dept.) \_\_\_\_\_

Amount requested there \$\_\_\_\_\_. Status: ☐ approved ☐ pending (date expected:\_\_\_\_\_)

**If the total is more than the STA and other funding sources combined, describe how the remainder of the cost will be covered:**

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☐ **I understand that I must cover the costs of the conference** (except for registration, if needed) up front and will be reimbursed only if I provide original receipts for all funds requested; and that any costs covered by someone other than me will require a written statement from that individual giving permission to make payment directly to me.

☐ I confirm that the research data to be presented conforms to all campus requirements for the use of human subjects, animals and recombinant DNA, if appropriate.

☐ I am aware of the travel policies outlined at [www.newpaltz.edu/travel/index.html](http://www.newpaltz.edu/travel/index.html)

**I understand research misconduct and I affirm that the conference presentation is free of misconduct:**

- A. Research misconduct means fabrication, falsification, or plagiarism in performing research, or in reporting research results.
1. Fabrication means making up data or results and recording or reporting them.
  2. Falsification means manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
  3. Plagiarism means the appropriation of another person's ideas, processes, results or words without giving appropriate credit.
- B. Research misconduct does not include honest error or differences of opinion.

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***Student's Signature***

Date \_\_\_\_\_

**I acknowledge that the conference is generally recognized as appropriate for the work presented by the student and that the presentation represents work performed by the student.**

I ☐ *will* ☐ *will not* attend the conference with the student. If not, please provide a justification below.

(If I will attend, I'm eligible for up to \$600):

**Faculty Mentor's Signature**

            
Date

The student must be a presenter at the conference. If the student is not listed as first author on the project, please explain the student's role in the presentation below:

I acknowledge that the conference is generally recognized as appropriate for the work presented by the student and that the student is in good standing.

***Department Chairperson's Signature***

Date \_\_\_\_\_

## Misconduct Statement

Because the faculty-student relationship carries an inherent power differential and the faculty-student relationship within the context of an AYURE project can be more intense than in other relationships, this is a reminder of the campus policy on faculty-student consensual relationships. The power differential greatly diminishes the student's actual freedom of choice should romantic involvement or sexual favors be included among the professor's or supervisor's demands or requests. The policy is below. Non-Harassment/Non-Discrimination between all members of the college community is well established in employment law and Title IX. [Non-Discrimination/Non-Harassment Policy.pdf](#)

### Consensual Relationships Between Faculty/Staff and Students

Relationships between a faculty member and a student, or a staff member (such as a coach, adviser, college administrator, or employment supervisor) and a student, are considered professional relationships. These professional relationships carry an inherent power differential. Where such a power differential exists, it compromises the real or perceived freedom of the student's ability to begin, alter or terminate a romantic or sexual relationship. Therefore, for faculty and staff, the initiation of or engagement in a romantic or sexual relationship with a student wherein a power differential exists is prohibited.

The respect and trust accorded a professor or supervisor by a student, as well as the power exercised in giving praise or blame, grades, and/or recommendations for further study/ progress and future employment/success, greatly diminish the student's actual freedom of choice should romantic involvement or sexual favors be included among the professor or supervisor's demands or requests. The power differential between faculty or staff and students is clearly inherent in the difference in position in that faculty and staff exercise or are perceived to exercise influence over a student's academic, professional, and/or extracurricular life on campus. Therefore, even in cases in which the faculty or staff member does not hold a current position of authority or supervision over the student, romantic or sexual relationships between faculty or staff members and students present the individual and institutional risks and liabilities outlined below, including possible disciplinary action.

Relationships of a romantic and/or sexual nature between a faculty or staff member and a student may present conflict of interest in violation of the New York Public Officers Law. Additionally, codes of ethics for most professional associations forbid the initiation of sexual or romantic relationships where professional/client, teacher/student, or supervisor/employee relationships exist. The College's policy is consistent with those professional standards, and it models for students the expectations for professional relationships they are likely to encounter after graduation.

I have read and understand the above policy.

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Student's Printed Name

Student's Signature

Date

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Mentor's Printed Name

Mentor's Signature

Date