



Research, Scholarship and Creative Activities  
Faculty Office Building N14 II Phone: (845) 257-3445

## **STUDENT TRAVEL AWARD (STA) DESCRIPTION, DEADLINES, AND INSTRUCTIONS**

The RSCA's *Student Travel Award* (STA) provides funds for undergraduate students and their faculty mentors to present their joint work at a professional event appropriate to their academic field (ex, a conference, recital, or exhibit). Students should consult with their mentor to identify a suitable event.

The award can be used to cover the registration fee, travel to and from the event, and meals and lodging for the event. The award is subject to New York State and [campus travel policies](#).

### **Funding for Students:**

The award for students has two tiers:

- ❖ Students in the role of lead presenter can apply for up to \$1000.
- ❖ Students listed as second (non-presenting) author can apply for up to \$500.

Other options for travel funding to consider: the [Student Association](#); the RSCA's [Opportunity Grant](#), which can cover attendance at events and workshops; [campus scholarships](#) for student travel; and your major's department (ask your department's chair).

### **Funding for Faculty Mentors:**

Faculty mentors who co-present and attend the event with the student can apply for up to \$600. Faculty should submit travel requisitions to RSCA, and if funding from other sources will be used, multiple account numbers will be included on the [one requisition form](#).

### **Restrictions:**

- STA funding is capped per department so that we can spread our travel support across academic departments.
- If your team/department wishes to support multiple students' presentations at an event, send funding inquiries to the RSCA before submitting STA applications.

### **Application Deadlines:**

Applications are accepted on a rolling basis. **They should be emailed to [rsca@newpaltz.edu](mailto:rsca@newpaltz.edu) at least one month prior to travel.**

Students can apply for travel awards soon after submitting their proposal for the conference/event. The application will be reviewed conditionally; if supported, students will need to provide evidence that their proposal was accepted by the event.

## RULES

### *Eligibility & Award Amounts*

- The award is intended for students presenting/performing/exhibiting their work at an off-campus event. It cannot be used to host events or to fulfill coursework requirements.
- The student must be enrolled as a full-time undergraduate student (or recent graduate) at the time of applying. Occasionally, we open this award to graduate students at the end of the academic year if we have sufficient funds remaining. Students who are unsure of their eligibility send inquiries to the RSCA before applying.
- Students may apply if they are the lead presenter/performer (ahead of other co-authors, including the faculty mentor) or the second presenter listed on the official program. They can apply for up to \$1000 or \$500, respectively. The faculty mentor is eligible for up to \$600 if accompanying the student to the same event. Note that the maximum amount will not necessarily be given; the award amount will depend on the application's merits, our available funding, and the funding total already awarded to that team & department.
- Students and faculty can apply multiple times (if presenting at several events), but their total possible award amounts are capped at \$1000 / fiscal year.
- Students must provide official evidence that the presentation/exhibit/performance is accepted at the event and that they are the lead or 2<sup>nd</sup> presenter. This usually entails a copy of the official event program (pdf or website link) that clearly includes the event, the dates, and the student's participation & presentation role.
- SUNY [New Paltz travel rules](#) apply. **Especially important: applications must be pre-approved by the RSCA before the student (or faculty mentor) makes any purchases (ex, registration, flights).**

### *Reimbursement Process*

- Funds will only be available as reimbursement (no prepayments will be made, except for registration fees if the applicant wishes and provides us an invoice at the time of applying). Our [Opportunity Grant](#) is an alternate way to fund student travel directly instead of via reimbursement.
- Expenses related to anyone other than the award recipient are not eligible for reimbursement under this award.
- Payment must be made by the travel grant recipient. OR if another individual (ex, a guardian) pays for items to be reimbursed, that individual must provide, in writing, a statement that the billed individual gives the college permission to make reimbursement directly to the traveler. It is not legal to use reimbursement money to pay another individual.

### *Personal Experience Statement*

- All students who receive travel support from this program are required to submit a 1-page statement describing their experience at the event and its personal value. They must also provide the RSCA two high-resolution photos: (1) a photo of the student presenting at the event (ex, presenting, or next to the conference banner); (2) a photo of the student (alone or with mentor or teammates) at the locale (ex, with a landmark of that city). Reimbursement paperwork will not be submitted until these are received. The RSCA might post a photo on its website or social media channels.

## RESEARCH POSTERS

- If your presentation will require making a poster, please see our [website](#) for suggestions on how to prepare the poster, templates, and so forth. Please also acknowledge the RSCA for supporting your presentation; this is typically done in a spot on the poster devoted to acknowledgements.
- If you would like the RSCA to print your poster, email it to [rsca@newpaltz.edu](mailto:rsca@newpaltz.edu) as a PowerPoint attachment (not a shared file link), sized 34-36"H x 42"W and formatted in landscape. Please do so at least one week ahead of your trip. Alternatively, your faculty mentor can print it through the campus Print Services office, at a fee of about \$20, by following the guidelines on their [website](#).
- If we do print your poster, you should also apply to present the project at our annual [Student Research Symposium](#) in May, if possible.

## THE APPLICATION MUST INCLUDE:

*Note:* Some materials listed below are required only for student applicants or faculty applicants, as indicated.  
All other materials are required for any applicant.

1. A **cover sheet** describing the event and why funds are being requested. Faculty applicants, please indicate the student STA grant winner who is also attending the event; we will process your application after the student's.
2. *Students only:* The **STA Application and Misconduct Statement** (3 total pages), COMPLETELY filled out, with signatures from the student, faculty mentor, and department chair. Ask your mentor to proofread the application for completeness & accuracy.
3. *Students only:* **Event Information**
  - A copy of the conference/event announcement or program (including name, event agenda, date, and location)
  - Abstract or performance description that you submitted to the conference/event committee.
  - Official evidence of acceptance for presentation at the conference/event, as well as the event's official program. If the presentation has not been accepted at the time of application submission, the student may be awarded *contingent* travel funds. Once the presentation is accepted by the conference/event host, provide the RSCA a copy of the acceptance letter. At that time, funds will no longer be considered contingent.
4. A **Travel Requisition form**. Complete the top section (name, address, etc) and the Anticipated Expenditures section (except the *Not to Exceed Amount of Expenditure* line), and sign below for the student (traveler) and mentor (traveler's supervisor). If the grant is awarded, the RSCA will complete the upper right section (Req #, Account #, etc) and sign it (authorized account signature).

The Travel Req includes small hyperlinks to additional forms and websites that can help you estimate expenses. Those same forms/websites are also available at this Travel Office [website](#), and several are also linked below.

### *Additional Considerations for Anticipated Expenditures section:*

- Registration: This is the cost for event registration.
  - Transportation: Explore different possible options (ex, driving vs. bus vs. train).
    - This [site](#) lists the current mileage rate.
  - Lodging: use this [site](#) to identify the lodging per diem rate for your city during the month of your travel
    - If your hotel's pre-tax lodging rate is above the per diem, check the "over per diem" box on the Travel Requisition form and submit a completed [Lodging Justification form](#) with your application.
    - *Students:* choose Receipted option on the Travel Requisition.
    - *Faculty:* choose either the Receipted or Unreceipted option, whichever you prefer. You can learn about each option on this [Travel website](#). In most cases, the Receipted option will provide a larger reimbursement amount.
  - Meals:
    - Overnight trips: use this [site](#) to identify the meals per diem rate for your city during the month of your travel.
    - Day trips: use this [site](#) to estimate your reimbursable meal expenses.
  - Incidentals:
    - This [site](#) calculate tolls if driving on the NY Thruway. This [site](#) does the same nationwide.
5. Documentation of anticipated airfare, train or automobile mileage, as appropriate.
    - *Faculty only:* As NYS employees, you are eligible to rent a car at a discount rate (w/ unlimited miles and damage waiver protection & liability insurance) through our partnerships with Enterprise or Hertz. See the [Travel website](#) for details. The campus encourages you to use this option. If you prefer to drive your own car, the campus will reimburse you for the lesser cost of personal car use vs. rental car use. See the NYS Trip Calculator [website](#) for guidance on how to estimate the cost for each option.

**Email these materials** to [rsca@newpaltz.edu](mailto:rsca@newpaltz.edu). The RSCA will check all applications for completeness, determine support level, and send all materials to the Travel Office for final approval.