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 conference, and lodging. 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, please send funding inquiries to the RSCA.

Application Deadlines:

Applications are accepted on a rolling basis. They should be submitted at least one month prior to travel. You may email it to rsc@newpaltz.edu.

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.
Eligibility

• The student must be enrolled as a full-time undergraduate student (or recent graduate) at the time of the conference. Occasionally, we open this award to graduate students at the end of the academic year if we have sufficient funds remaining.

• The award cannot be used to fulfill coursework requirements.

• Students may apply if they are the lead presenter (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.

• A maximum of $1000 can be awarded per student/year. A maximum of $600 can be awarded to the faculty mentor/event, and $1000/year (if supervising students at different events).

• The student must provide official evidence that the presentation is accepted at the event/conference and that they are the lead or 2nd presenter. This usually entails a copy of the official event program (pdf or website link).

• SUNY New Paltz travel rules apply. Of particular importance, applications must be pre-approved by the RSCA and Travel Office before the student (or faculty mentor) makes any purchases (ex, registration, airplanes).

Post-Event Reimbursement Process

• Funds will only be available as reimbursement (no prepayments will be made, except for registration fees if the applicant wishes). Our Opportunity Grant is an alternate way to fund student travel directly instead of via reimbursement.

• Reimbursement amounts must adhere to NY State’s published rates (web site provided on next page).

• If staying overnight at a hotel in NY State, students and faculty can exempt their state/local taxes (thus reducing the cost) by giving the hotel this completed form.

• Reimbursement requires full, original receipts that also indicate the method of payment (ex, credit card number must appear).
  
  o For dining receipts, we need the itemized version that lists all foods ordered at the meal. If dining with others, please try to arrange for separate bills so that your receipt is for yourself only.
  
  o We cannot reimburse for alcohol. If ordering alcohol, please put it on a separate bill so that it’s not on the receipt shared with us.

• If your travel includes driving your own car, complete the Statement of Automobile Travel. Use of a personal automobile is associated with liabilities. Please note that you will be reimbursed for the lesser cost of personal car use or rental car use.

• If your travel includes flights, provide the boarding passes as well as the receipts. If you have only a digital boarding pass (via your phone), be sure to save a screenshot before the trip is completed; airlines usually remove those digital passes soon afterward.

• 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.

• 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 the locale photo on its website or social media channels.

Once all of the above is provided, the RSCA will prepare the Travel Expense Report and contact you to sign and return it. The signed form will be submitted to the Travel Department once the experience statement is received. The reimbursement check should arrive in about three (3) weeks.
THE APPLICATION MUST INCLUDE:

1. 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.

2. Completed Travel Requisition form signed by the student (traveler) and faculty mentor (traveler’s supervisor). See checklist below for guidance.

3. A copy of the conference announcement or program (including name, conference agenda, date, and location)

4. Abstract or performance description that has been submitted to the conference committee
   OR
   A project description (project goals, methodology, and expected outcomes, [no more than one page]) prepared by the student.

5. 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 host, provide the RSCA a copy of the acceptance letter. At that time, funds will no longer be considered contingent.)

6. Documentation of hotel rate. If the amount surpasses the per diem rate, provide a completed Lodging Justification form, too.

7. Documentation of airfare, train or automobile mileage, as appropriate.

8. For faculty only: a printout of per diem costs for meals and hotel in the city of the conference. (Students will instead are reimbursed based on meal receipts.)

Electronic copies of the application should be submitted to rsca@newpaltz.edu with e-signatures.

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Personal Checklist (to guide applicants; not to submit with the application):

☐ Cover sheet

☐ Student Travel Award application, completed, signed by student, mentor, and department chair

☐ Travel Requisition form. Complete the top section (name, address, etc) and the Anticipated Expenditures section, and sign below for the student (traveler) and mentor (traveler’s supervisor). Leave the rest of the form blank for the RSCA to complete.

☐ Misconduct Statement signed by student and mentor (attached)

☐ A copy of the conference announcement

☐ Abstract or performance description

☐ Email of acceptance for presentation by student

☐ All rules described above (p. 2) are met

PLEASE NOTE:

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

□ and two high-resolution photos: one of the student presenting at the event (ex, at the podium, next to the poster, or next to the conference banner); the other of the student (alone or with mentor or teammates) at the event locale (ex, with a landmark of that city or lovely background).

The RSCA will not process the Travel Expense Report without first receiving the experience statement and photos. The locale photo and a blurb from the personal statement might be shared on the RSCA’s website or social media channels, as part of our mission to promote student-faculty collaborative works.