*Perkins Student Association*

**Travel Grant Information**

***Introduction***

The Perkins Student Association (PSA) of Perkins School of Theology at Southern Methodist

University has made funds available to support Perkins students to travel to conferences or other events for the purpose of enhancing their educational experience or vocational exploration. It is required that students who receive these funds will submit a two page reflection paper and are encouraged to share what they have learned with the larger community in an appropriate venue such as CHAP, a workshop, etc. Because funds are limited, awards are competitive, based on the quality of the proposal. Applications are accepted September through April. Due to the accounting process, summer travel is difficult but will be considered on a case by case basis.

***Student Eligibility Requirements:***

A. To be considered for a travel grant, the individual applying must be a degree-seeking student at Perkins School of Theology, enrolled for 6 or more hours.

- It is not necessary that the student be involved with an Organized Interest Group (OIG), although students may apply as a member of an OIG to attend conferences associated with their group.

B. A student may not receive funding in two consecutive academic years.

***Conference/Event Eligibility Requirements:***

PSA will provide funding to students for conferences or other events shown to be beneficial to the student as well as the Perkins community. Possible benefits include, but are not limited to an event or conference that encourages the exchange of ideas and the involvement in relevant concerns within the Perkins, local, and global communities.

A preference will be given to conferences with an academic, educational, or programmatic emphasis over regular denominational conferences which may lack these elements.

***Expenses that are eligible for funding include:***

A. Accommodations

- Single attendees are encouraged to find a roommate to defray room cost. Multiple attendees are encouraged to share accommodations.

B. Mileage, up to the cost of airfare

- The current rate is $0.35 per mile for a personal vehicle

- This amount is adjusted for rental vehicles and only covers rental and fuel costs

C. Airfare

D. Public transportation to, from, or at the conference site

E. Registration fees

PSA funds are limited and may only serve to offset, not fully cover, costs. When a travel grant is awarded, any static amounts (i.e. registration) that can be paid directly to the conference/event can be reimbursed prior to the conference/event pending submission of a receipt. Other funds granted will be reimbursed to the recipient upon submission of appropriate receipts or documentation following the conference/event.

Last revised: August 15, 2011

***Travel Grant Process:***

A. Submit application for consideration by the Travel Grant Committee (TGC) of PSA.

- While the TGC consists of all PSA Executive Board members, at least four members must be present to approve or deny a travel grant application.

- In the case of a conflict of interest, a TGC member will remove him or herself from the approval process.

- The applicant will receive a confirmation message from the TGC stating that their application has been received and is being reviewed.

B. Within two weeks of application, the applicant will be notified of their application status so that they may proceed.

C. Student attends conference/event.

D. Students submit hardcopy receipts to the PSA Treasurer and electronically submit a two page reflection paper to the Travel Grant Committee members for reimbursement.

- The Treasurer will confirm that funds awarded were spent as requested and approved.

Any discrepancies will be discussed with the student.

- Allow at least ten days for all reimbursements.

E. Student shares experience with the Perkins community in some event open to all community members such as CHAP, workshop, lunch session, etc.

***Travel Grant Committee members for the 2009-2010 academic year***

Brandon Lazarus (President)

Jennifer Johnson (Vice-President)

Adam Muckleroy (Secretary)

Maribel Vazquez (Treasurer)

Cara Goedecke (Justice in Action)

Rachel Kincannon (Social Life)

Last revised: August 15, 2011

*Perkins Student Association*

**Travel Grant Application**

Please submit all materials with this cover sheet in an envelope to the PSA box located in the faculty/staff mailroom in Kirby Hall or to any member of the Travel Grant Committee.

If multiple persons are applying for funds to attend the same conference/event, submit one cover sheet with all individuals listed appropriately. Submit individual essays, but a joint recommendation and budget.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree Program & Year (Hours Completed/Hours Required):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event/Conference

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination and Dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit any other information about the conference/event you deem relevant such as brochures, catalogues, or other printed materials.

***Essay***

You must submit a typed, double-spaced essay. This required essay is an important part of the application, so please carefully consider your response with attention given to content, grammar, and organization.

This essay should include the following 1) your purpose or reason for attending this conference/event with special attention to any educational benefits, study plans, benefits for your future ministry, or professional development, 2) how you will share the experience of the conference with the Perkins community.

***Recommendation***

Please submit a letter of recommendation from a faculty or staff member of Perkins School of Theology supporting your attendance at this conference/event.

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***Budget***

Please submit an itemized budget with all estimated expenses (i.e. round trip travel expenses, ground transportation expenses, room and board, educational expenses, incidentals, etc.).

Has funding been sought from the SMU Student Senate?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This should be done concurrently with submitting this application to the TGC. To request funding from the SMU Student Senate, contact a Perkins Senator.

Has other funding been sought? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, what other funding has been received? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note that joint funding is encouraged and such attempts are judged more favorably than sole funding from PSA.

*If you have any questions regarding this application or any other aspect of the travel grant process, please contact any member of the TGC.*

Last revised: August 15, 2011