**General Information**

College of Arts and Sciences students accompanying faculty members traveling to academic conferences may seek funding through the Bethel Student Conference Travel Fund, administered by the Office of Academic Affairs.

Student(s) and faculty sponsor(s) must complete the form below and receive approval from the department chair, who submits it to Academic Affairs (cas-academic-affairs@bethel.edu).

Cost-sharing for this program is required. Funding from Academic Affairs will cover up to 1/3 of student expenses, up to a maximum of $200 per student. An individual student may not be funded more than once per academic year.

The funds may be used to cover the following expenses:

* Conference registration fees.
* Meals and lodging while attending a conference.
* Costs of travel to and from the conference. If travel is by car, reimbursement will be made at the standard rate. (If attendees carpool, only one may apply for reimbursement for this purpose.)

**What defines an academic conference?**

An academic conference meets all of the following guidelines. Conferences that are located at or sponsored by a university but do not meet all of these criteria are not considered academic conferences.

* The primary intended audience members are students and professional researchers, scholars and educators.
* The majority of conference presenters are professional scholars.
* The conference's primary purpose is to share and advance scholarship in a given field.

**There are four parts to the application process:**

1. Student(s) and faculty sponsor(s) complete the application form (below).
2. Faculty sponsor submits the form to the chair of the CAS department providing funds.
3. The department chair reviews the application, determines departmental funding for request, and submits with approval the form in an email to Academic Affairs.
4. After the conference, the faculty sponsor seeks reimbursement from Academic Affairs. Please see the Student Conference Travel funding document on the Academic Affairs faculty forms webpage for details on this process.

Any questions should be sent to Ray VanArragon (rvanarra@bethel.edu) and Jodie Bunish (j-bunish@bethel.edu).

**Application Form**

**Part I:** This part of the form should be completed by the **faculty sponsor(s)**.

**Date:** Click or tap to enter a date.

1. List the name and department of faculty sponsor(s):

|  |  |
| --- | --- |
| Name | Department |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

1. List each student with academic major, year in school, and email address:

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name | Major | Year in School | Email |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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 If more than six students will attend, please submit a second form.

1. Please provide a description of the conference or activity, including dates, and provide a link to the conference program or website.

|  |
| --- |
| Click or tap here to enter text. |

1. Describe specifically how attendance at the conference or activity would benefit the student(s) and department. Include the nature of participation for each student – i.e. whether the student will be presenting a paper or poster, presenting in some other form, or merely attending.

|  |
| --- |
| Click or tap here to enter text. |

1. Estimate the costs per student, providing an explanation if necessary for each expense (i.e. registration fees, food estimates, and travel). Please note which student(s), if any, is driving, since only students who are driving can be reimbursed for mileage.

|  |  |  |  |
| --- | --- | --- | --- |
| Total cost per student | Registration | Food | Travel |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Please submit this completed application to your department chair.**

**Part II:** This part of the form should be complete by the **department chair** and then submitted to Academic Affairs (cas-academic-affairs@bethel.edu).

When filling out the table below, please remember that the maximum contribution from Academic Affairs is either 1/3 of the total cost per student, or $200 per student, whichever is less.

|  |  |  |  |
| --- | --- | --- | --- |
| Estimated total cost per student (Question 5 above): | Estimated Student Contribution: | Estimated Department Contribution: | Requested AA funds for each student:  |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

The deadline for Fall semester requests is **September 30**, and for Spring semester requests is **February 15**. (Requests for the following Fall may be made by the Spring deadline.) Funding decisions will be made by Academic Affairs and communicated to applicants within ten days of the deadline. The total funding available from Academic Affairs each semester for student conference travel is $2,000.

AA Office Use Only:

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*Funding awarded per student -* Click or tap here to enter text.

*Total funding awarded* - Click or tap here to enter text.

*Approved by* - Click or tap here to enter text.