

KUMC Student Governing Council Travel Award

Award Title: **KUMC Student Governing Council Travel Award**

Financial Allocation:

- Total amount to distribute for the academic year = \$75,000
- Award to be distributed four times a year: **September, November, February, April**
- Four times a year approximately, \$18,750 will be distributed.
- Award maximum = **\$750**
- Awards may be given in different amounts based on need and amount of expenses.
- There will be one pot of money, not dependent on school/program/department.

Allocation Purposes:

- Travel award can financially support the following: conference attendance, academic meeting, local or national presentation, etc.
- Travel award cannot financially support interviewing or clinical expenditures.
- Travel award funding must follow university administration travel guidelines.

Award Limitations:

- Maximum amount to be award = **\$750**
- A student can only be awarded once a year (academic year – August to May)
- A student can be full time or part time.
- Applicants must be enrolled at one of the three KUMC campuses (Kansas City, Salina, or Wichita).
- At time of travel award use, the student must still be enrolled as a student (or will be enrolled in the following fall semester if travel is during the summer).
- All travel must occur *after* the application deadline. The travel award **cannot** be retroactively applied.
- Funding cannot be utilized to purchase alcohol or personal travel items (i.e., luggage, charging cables, hair dryers, clothes, etc.)

What Can Travel Award Funding Be Used For?

- **What students CAN be reimbursed for:**
 - Flights, Taxis, Ubers, Meals, Conference registration fees, Hotel/Lodging (and other items necessary for student travel...)
- **What students CANNOT be reimbursed for:**
 - Alcohol, personal travel items (e.g., luggage, charging cables, hair dryers, clothes, etc.)

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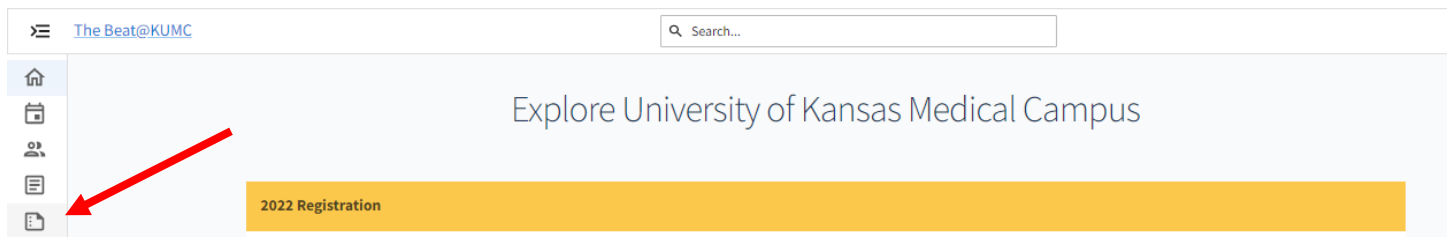
Student Governing Council Committee:

- An SGC Finance Committee promotes and allocates the travel awards.
- Eight students plus one chair, the SGC Finance Chair, will make up the committee.
- The eight students are from multiple academic programs in order to be representative of the KUMC student body.

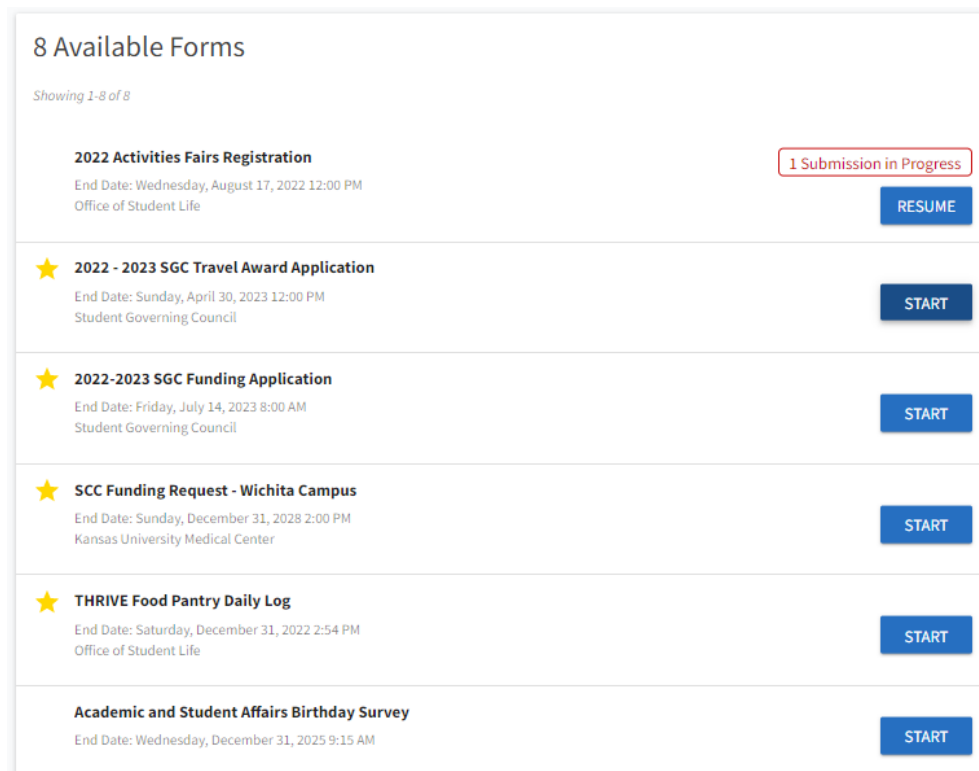
How to Apply for a Travel Award:

(1) Navigate to **The Beat@KUMC** website: <https://kumc.campuslabs.com/engage/>

(2) Select the “**Forms**” button from the left toolbar



(3) Locate the “**SGC Travel Award Application**” from the Available Forms and click START



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FAQs:

- **When was the award established?**
 - The SGC travel award was established during the fall 2012 semester.
- **When is the application due?**
 - The application is due the first working Monday of each month:
 - **September 12th, November 7th, February 6th, April 3rd**
- **How does the reimbursement process work?**
 - When students are notified that they have received a travel award, a reimbursement form will also be included in the notification email. After student travel is completed, each student will return the completed reimbursement form, an itemized list of relevant expenses, and receipts for each reimbursable expense. After all materials are received by SGC and the Office of Student Life, a reimbursement check will be issued to each student (for pick-up or via direct mail).
- **When are the award notices issued out?**
 - Within two weeks of submission deadline.
- **If I do not receive the award, can I apply again?**
 - As long as your travel date has not passed, you can apply again. In fact, your application will automatically be carried over to the next round (within the same academic year) unless otherwise requested by the applicant. So, if you know that you are traveling in May (end of academic year), you could technically apply in September and be considered in November, February, and April to increase your chances of receiving the award.
- **Does the award application require a letter of recommendation?**
 - Yes. The application is due by the same corresponding deadline as the award application.
- **Who can write the letter of recommendation?**
 - The letter of recommendation can be written by anyone of your choosing. Here are our recommendations, however: school advisor, school dean, faculty member, professional mentor, student organization advisor, etc.
- **The application requires an advisor's name. Who can serve as an advisor?**
 - Your advisor should be your school advisor, school dean, or student organization advisor.
- **If I am not awarded the full \$750, can I reapply?**
 - No, a student can only win the award one time during the academic year, regardless of amount awarded.
- **If I apply in September, do I have to use the award before the next deadline (November)?**
 - No, the award can be used at any point during the academic year. The only stipulation is that the awarded money must be used while you are a student. For example, you cannot be awarded funds in April, graduate in May, and use the funds in July.

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- **Can a hard copy of the application be submitted?**
 - No, the application must be submitted online here:
<https://kumc.campuslabs.com/engage/submitter/form/step/1?Guid=2309c507-d754-435b-b271-30ec2a2d19ce>
 - Refer to the directions above to access the online application form.
- **Can the letter of recommendation be submitted as a hard copy or via email?**
 - No, the letter of recommendation must be uploaded with the online travel award application by the required deadline.
- **Can I utilize the awarded funds towards traveling for clinicals or interviewing?**
 - No, the awarded funds can only be used towards academic pursuits. SGC requires the funds to be used in the one of the following ways: conference attendance, academic meeting, local or national presentation, etc.
- **Who awards the fund?**
 - The Student Governing Council Travel Committee allocates the travel awards. Eight students plus one chair make up the committee. The award is not distributed by faculty or staff, but instead by your peers.
- **Who provides the award funds?**
 - The SGC Travel Award funds come from the KU Bookstore Corporation. A portion of profit is designated to be given directly to the student body. The Student Governing Council has elected to utilize \$75,000 for travel requests and awards.
- **If a group of students are going to a conference together, do they apply as a group or individually?**
 - Apply as individuals. Additionally, duplicate applications will not be accepted. Work must be your own.
- **How many students apply each round?**
 - Historically, there are 30-50 student applicants each round.
- **Who can I direct further questions to?**
 - Any questions regarding the funding can be directed to SGC@kumc.edu.

Updated 11/2022