

STUDENT TRAVEL STIPEND APPLICATION

Guidelines & Checklist

The Drucker School of Management has limited funds to support student travel to career fairs, conferences, case competitions, and other co-curricular activities. Travel stipends do not cover cost associated with course related travel.

Student travel stipend applications should be submitted two (2) weeks prior to the scheduled event/travel. Requests will be evaluated on a first-come first-served basis. Stipend awards will only cover a partial cost of a trip and funding is not guaranteed.

Students are reimbursed the funded amount, per the travel stipend committee. Students are responsible for event registration; for making their own travel arrangements (flight, room, ground, transportation etc.) and for meals.

Eligibility (No Exceptions):

- Applicants must be a current student pursuing an MBA, Executive MBA, Financial Engineering, Arts Management or Art Business degree. Students who have attained their degree (graduated) or are on a Leave of Absence are not eligible for funding.
- The student must be in good academic standing (GPA of 3.0 or above)
- Application with all supporting material must be received by the Drucker Student Affairs Office in Burkle 103. It will then be reviewed by the Student Travel Committee.
- A student may receive only one (1) travel stipend award during the course of his/her tenure at the Drucker Graduate School of Management.

Checklist:

For the application to be complete, students are required to submit the following to the Office of Student Affairs:

1. Completed request form
2. Copy of proposal | reasoning for attendance/participation
3. Budget outline of all expected expenses

Students who receive awards are required to submit the following one (1) week after the event to the Office of Student Affairs:

1. Summary of student experience
2. 1-2 photos from the event
3. Original receipts and reimbursement forms

**STUDENT TRAVEL STIPEND
APPLICATION**

Application Form

Today's Date:		Program:	
Name:		Student ID:	
Email:		Phone:	
Address:			
City:		State:	Zip:
Type of Event Activity:			
Title of Event Activity:			
Location:		Date(s):	
<i>Tell us what you hope to gain from the event/activity. Discuss how the event/activity fits into your academic and/or career goals. (Minimum 500 words. Use a separate sheet if necessary.)</i>			

STUDENT TRAVEL STIPEND APPLICATION

Travel Expenses	
<i>Include any air, bus, train or automotive expenses necessary for getting to and from the event destination. Please itemize the cost of all expenses.</i>	
Description	Amount
Total Travel Expenses	
Lodging Expenses	
<i>Include only lodging expenses you plan to incur as a result of your attendance to the event. List the name of the hotel, total number of nights stay, check-in and departure dates, and the room rate you will pay per night.</i>	
Description	Amount
Total Lodging Expenses	
Meal Expenses	
<i>Please include estimated cost of meals for the event/activity. Note, meal expenses cannot be greater than \$25/day</i>	
Description	Amount
Total Meal Expenses	
Other Related Expenses	
<i>Conference registration fees, etc.</i>	
Description	Amount
Total Other Expenses	
Grand Total	

**STUDENT TRAVEL STIPEND
APPLICATION**

Certification

Please print and sign your name, and fill in the date in the spaces provided below to certify that you understand and accept the following.

I certify that the information I have provided herein is true and accurate to the best of my knowledge. I understand and accept that in submitting this travel request, I am only requesting monetary assistance from the Drucker Graduate School of Management and that this request is subject to review and may be denied. I understand and accept that until I receive written notification from the Drucker Student Affairs Office that I have been awarded a travel stipend that the Drucker Graduate School of Management is not responsible for funding any portion of this request. I understand and accept that Drucker Graduate School of Management will not provide monetary assistance for items that I have already been covered or for which I will be compensated by another source. I understand that I am responsible for all costs associated to the event/activity and will be reimbursed after the event/activity; provided I receive a travel stipend and I submit original receipts. I understand that I will not be reimbursed without such documentation. If I am unable to provide adequate documentation, I will contact the Drucker Student Affairs Office immediately.

Applicant:

_____	_____	_____
Printed Name	Signature	Date

Drucker Student Affairs Representative

_____	_____	_____
Printed Name	Signature	Date