

The Undergraduate Engineering Student Travel Fund Application

The Undergraduate Engineering Student Travel Fund is established to support undergraduate students in their Professional Development. Funds are allocated to students who will participate in an event or activity that exhibits their course work and will enhance their professional development as engineers, technologists, or computer scientists. These events include, but are not limited to, programs or projects led by students, and participation in national or regional conferences or competitions.

Undergraduate student supplemental professional development funds are administered through the Dean's Office in the College of Engineering. These funds will be distributed using the following criteria, constraints, and application process indicated below. These funds are supported through the College of Engineering Fees.

Submission Deadlines: 5th of every month through May to eng.academics@unt.edu

Eligibility criteria and procedures for application and administration of the College of Engineering undergraduate student professional development funds are subject to the following constraints:

Who can apply?

- The undergraduate student must be in good standing at UNT.
- Only undergraduate students enrolled in the College of Engineering may receive funding.
- The application must show direct correlation to their class instruction.

Applications must be submitted to the Office of the Associate Dean of Academic Affairs eng.academics@unt.edu by:

- A student. ○ Applications must be submitted **before** the professional development event or activity start date.

How can funds be used?

- The funds may be used only for professional development activities where the student will meet, network, be part of a project, or participate in a competition with other students or with professionals in the area of interest of the student, or the organization/group to which the student is affiliated where the activity is from an assignment in a course taken by the student

Factors that contribute to the approval of the application:

- All eligible engineering students may apply to request support from this fund.
- All eligible engineering students may only apply once a school year.
- Application must indicate which course this conference is associated with. It should be a course you are currently taking.
- Application must be fully completed to be approved.

How will funds be disbursed?

- Student must submit a 300-word report describing the experience and at least one picture of the event after returning from the event. Where the application is from a student group, one report may be submitted with a clear demarcation of how each supported student engaged in professional development from the result of their classroom instruction. The report should be submitted to eng.academics@unt.edu before any request for reimbursement is filed.
- **Reimbursements to the student will be issued only upon completion of the event. Itemized** receipts that show payment has been made for all transactions must be provided and will be reimbursed up to the awarded amount. Any expenses above the award are the responsibility of the student(s). All university/state restrictions on travel apply.

Clarifications:

- There is no entitlement to a minimum annual amount of professional development funding for any undergraduate student.
- Applications must be for **individual students only, no applications for groups/organizations.**
- This supplemental funding may not be used to cover expenses that are already being reimbursed by another agency or funding source(s).
- Changes or deviations of what is listed on the initial application will result in denial of reimbursement which includes:
 - Attending a different event
- Funding may be used for individual reimbursements and not group reimbursements.
- Applications will be evaluated using the following criteria (other aspects may also be considered):
 - Available budget ○ Professional development effectiveness of the event that will be attended ○ Specificity of itemized budget

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Period of Event that you will attend _____ to _____

Type of Event (conference/competition/development/other-describe) _____

Please, attach a copy of the event/conference announcements

Participant

Student Name	Student ID	Department	Related Workshop/Activity	Course Number and Title

Provide an itemized budget representing your anticipated expenses.

Student Name	Student ID	Department	Description of Expenditure	Amount

List any and all additional funding you have applied for, and the amount requested/received

Funding Type	Amount Requested	Amount Received



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Describe the professional development that you expect to get from this event.

Name of Student

Date _____

Signature of Student

Date _____

Do NOT Write Below This Line

For Administrative Use Only

Approved

Associate Dean

Denied

Date

Reason(s) _____