

When can I apply for travel?

The travel committee has application due dates spread throughout the year. Please pay careful attention to these due dates, as applications submitted after the fact will not be accepted. Due dates can be found in the [2019-2010 Travel Guidelines](#).

What happens if I miss the deadline?

The deadlines indicated are hard deadlines and very few exceptions are made. On the form, there is a space to mark if the application has missed the deadline and to provide an explanation. While we do reconsider some missed deadlines, it is extremely rare and must have extremely extenuating circumstances. Being unaware of the travel deadlines will not be a sufficient reason to reconsider an application. All decisions regarding late applications made by the Travel Committee are final. Appeals regarding Travel Committee decisions may be filed with the [Supreme Court](#).

I don't know if I'm accepted to my conference or workshop yet— should I apply?

Yes, you should put your application in as soon as possible. We do not require proof of acceptance to approve your application. If you are not accepted to your conference to present but would still like to attend, that will not invalidate your application. If you decide to not attend after being funded by the Travel Committee, you can decline your award through submitting the following form. There is no penalty for declining an award and withdrawing.

I was awarded travel funding for one conference, but would actually like to apply it to a different conference instead. Can I do this?

Yes. You need to notify us through submitting a [change request form](#).

How much money am I eligible for?

Each student is eligible up to \$600 per person, per year. However, since we have a high volume of applicants, it is rare for the full \$600 to be allocated to all who apply, except in extenuating circumstances (such as ineligibility or exhaustion of other university resources, being from a low-income or first generation background, etc). The travel application has an option to provide information about any extenuating circumstances that the committee should consider. The amount awarded is final and is not eligible for a reconsideration request. The average award amount is approximately \$250. This cap also applies for groups who are applying for funding. Students may not “double dip” and be funded through both a student group they are part of and an individual organization for more than \$600.

Should I apply through a student group?

Unless you are representing your student organization at an event, workshop, or conference in way that benefits your group, you should apply as an individual. For example, if you are presenting research at a conference, you should use the individual application. If you are going to a leadership conference for your organization, applying through your student group may be more appropriate. If someone who is not the Treasurer of the organization applies for travel funding, we will reach out to the Treasurer to confirm that this is an authorized request from the organization before approving the application.

Can I apply for ASUU funding more than once?

Students may apply multiple times per year, however, due to the high volume of requests that we receive, it's unlikely that more than one application would be approved. Students may also apply each year in which they are a student, though first time applicants will receive priority in both approval and amount of funding provided.

Do I need matching funding to be able to apply?

We do not require a university match or source of funding. However, we do stress that ASUU Travel Grant funds are meant to be supplemental in nature and we do encourage students to seek out additional sources of funding

I am applying for support from the Graduate School, which requires that I have a matching source of university funding. Can ASUU funding be my match?

ASUU funding can be your match for the Graduate School travel grant. If you are planning to use ASUU funds for a Graduate School travel grant match, please be sure to select that on the application. This will allow us to expedite your processing and notification of approval and also let us know to inform the Graduate School of your approval. Please note that we will not expedite your application to approve it outside of the cycle.

If I submit my application earlier than the cycle deadline, can I get my approval early?

No. Unfortunately due to the volume of applications we receive, we rely on the travel cycles to accurately distribute funding to students throughout the year without having to create a waiting list. For example, if you apply for an April conference by September 1st, we will not see that application until we review all all April applications later in the year.

The cycles for travel just say that I will know by the end of the month in which it's reviewed— when should I expect my notification of approval?

You will hear back likely the last day of the month in which we review your travel application.

I've submitted my Individual Travel application, what now?

You will be able to monitor the process for you application through Campus Connect. First, the application is seen by the Finance Director. The application is then assigned to the Senator for your college. Your college will then review applications and either recommend revisions, ask for additional information, deny it, or move it forward to the Travel Committee. **Approval by the CSC does not mean you have been awarded travel.** Once it has been forwarded to the Travel Committee, the committee will review and approve applications by the end month in which is being considered. For example, an application for travel from July 1- September 30, that application will be due September 1st, reviewed in September, with a final decision by the last day of September. For an application for travel in April, that will be due by March 1st, reviewed in March, and given a final decision by March 31st. We do not do early application reviews.

How will I know that I'm approved?

You will receive two notifications— one on Campus Connect and an e-mail (in case you need to send documentation to a matching grant source or department). These notifications are your only official approvals.