

COLLEGE OF LIBERAL ARTS: STUDENT REQUEST FOR DODSON FUNDS

Student Name:	_____	Students Major:	_____
Student ID:	_____	Classification:	UG MA PhD
Email Address:	_____	Phone #:	_____
Dates of Travel/Event:	_____	Amount requesting:	\$ _____
Location and Conference Name: _____			
Department:	_____	Faculty Sponsor:	_____
Were funds requested from another department? Yes No			
Source:	_____	Amount:	\$ _____

Application Checklist

Please attach the following information to your Dodson application when submitting to the Dean's office for approval:

- Travel proposal or purpose of trip/event
- A copy of the invitation to present, attend, perform, or exhibit
- Confirmation and title of paper/poster being presented
- Benefits (professional or educational)
- Estimated budget for travel costs
- If applying as a group, every student must submit a separate application indicating the above information

Reimbursement/Travel Report

Students and Faculty sponsors who receive Dodson funds must submit a report of their travel within 10 days of their travel/event with their itemized receipts **DIRECTLY TO THE DEAN'S OFFICE, ROOM 343. REIMBURSEMENTS WILL NOT BE PROCESSED WITHOUT THE REPORT and your possibility of receiving funds for future travel will be delayed.** This report should be a brief self-assessment documenting the benefit of the activity and must address the following points:

1. Date of travel or events.
2. Number/names of students participating in travel or event
3. Purpose of travel
4. Detailed information of presentation outcome or workshops attended
5. Educational benefits of travel or event
6. Indicate any potential outcomes (i.e., publication, future presentations or performances, future showings, etc.) that may result from your travel.

Please note that funds are for airfare, gas, hotel and meals ONLY (excludes alcoholic beverages and souvenirs).

Please submit your request to the College of Liberal Arts, Dean's Office Room 343.