STUDENT TRAVEL STIPEND APPLICATION

Guidelines & Checklist

The Drucker School 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, or Arts Management 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 Life Office at 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 Life:

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 Life:

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

Application Form

Today's Date:	Choose your program (choose one):	
Name:	Student ID:	
Email:	Phone:	
Address:		
City:	State:	Zip:
Type of Event | Activity (choose one):	If other, please describe:	
Title of Event | Activity:		
Location:	Date(s):	
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.)		

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Travel Expenses	
Include any air, bus, train or automotive expenses necessary for getting to and from the event destination. Please itemize the cost of all expenses.	
Description	**Amount**
Total Travel Expenses	

Lodging Expenses	
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.	
Description	**Amount**
Total Lodging Expenses	

Meal Expenses	
Please include estimated cost of meals for the event/activity. Note, meal expenses cannot be greater than $25/day	
Description	**Amount**
Total Meal Expenses	

Other Related Expenses	
Conference registration fees, etc.	
Description	**Amount**
Total Other Expenses	
Grand Total	

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 Life 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 Life office immediately.

Applicant:

_____	_____	_____
Printed Name	Signature	Date

Drucker Student Life Representative

_____	_____	_____
Printed Name	Signature	Date