

## **Student Travel Fund Guidelines and Procedures**

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The Purpose of the TAMIU Student Travel Fund is to provide monetary assistance to **undergraduate students** who wish to attend conferences for professional development related to their academic pursuits at TAMIU. On occasion, requests for funding to cover travel expenses which will allow students to represent the university at events that elevate TAMIU's profile will also be considered. To provide assistance to as many students as possible, a student may receive financial assistance only once per academic year.

### **Eligibility Guidelines**

1. The applicant must be a currently enrolled TAMIU student.
2. The applicant must be in good academic and conduct standing for their classification.
3. The applicant must be enrolled for a minimum of 12 semester hours at TAMIU and must have a minimum 2.0 GPA.
4. The applicant must be degree-seeking in a program at TAMIU.
5. To ensure adequate time for review, the application must be submitted at least three weeks prior to departure.

### **Application Procedure**

1. Complete the [Student Request for Travel Funds Form](#) application online.
2. Please submit proof of conference/event participation (acceptance letter, invitation, registration receipt, written verification from faculty advisor, etc.) via the Student Request for Travel Funds Form.
3. Complete the [Student Travel Waiver Form](#) online. Applications without this form will not be considered for funding.

### **Funding Logistics**

If you are granted an award from the Travel Fund, the Office of Student Engagement will pay for the expenses specified in your award letter. The Office will not make reimbursements; rather, it will pay for the approved expense for you. Please contact the Student Engagement Office at 956.326.2265 so that we can arrange for direct payment of the covered expenses.

Student travel funds must be used in accordance to TAMIU Travel & Purchasing policies.

**Please Note: The complete process for directly paying expenses may take up to 7 days.**