University of South Carolina
College of Engineering and Computing

DEI – Travel Authorization Request

2018-2019

Together we will succeed!

The College of Engineering and Computing aims to achieve a
community where all members are able to fully realize their potential

UNIVERSITY OF
SOUTH CAROLINA

College of Engineering and Computing
Diversity, Engagement, and Inclusion
Pre-Request Checklist for Travel

____ A funding request has been submitted to Student Government for conference travel support. Student organizations must request matching funds.

____ If conference is discipline specific, the department has been contacted to request funds for travel support.

____ All students included in the request are enrolled in a College of Engineering and Computing major degree program.

____ All students included in the request have a GPA of 2.75 or higher.

College of Engineering and Computing
Diversity, Engagement, and Inclusion
Request for College Travel Funds

Registered student organizations may be able to secure a limited amount of funding from the College of Engineering and Computing for travel costs to participate in conferences and workshops for underrepresented minorities. Students should only submit 1 college level request for funding. Requests will be considered under the following guidelines:

- Requesting organizations should complete this form and turn it in by appropriate deadlines.
- Requests must be submitted by 9/15 for fall, 2/15 for spring and 4/15 for summer travel.
- Students for whom funds are being requested must be members of the organization requesting the travel funds.
- Students for whom funds are being requested must be enrolled in a CEC program.
- Students for whom funds are being requested must have at a GPA of 2.75 or higher at the time travel funds are requested.
- Requests will be considered as they are received. Funds are limited and not guaranteed.
- All funding allocations are made on a reimbursement basis.
- Send requests to Mr. Chris Cantrell at ccantrel@cec.sc.edu .

Student Organization Name:_____

Student Organization Contact (Name & Email Address):_____

_____

Event Title:_____

Names of Students Attending the Event:

_____

_____

_____

_____

Event Location (City and State):_____

Event Date(s): _____

Briefly summarize how attending this event will contribute to the attendee's personal development:

Briefly summarize how the content of this event aligns with your student organization's objectives:

Student organizations **must** also **seek funding from other sources,** such as home department, university, national organizations, and conference organizers.

List names of other organizations approached for funding:_____

_____

Has the member received additional funding to travel to this event? If so, list the source and

amount of additional funding:_____

Estimate per person costs for which you are requesting reimbursement in the categories listed below.

Per attendee	Requested	Matching fund from other source
Airfare / vehicle		
Local transportation		
Hotel		
Per diem		
Registration		
Other		

Amount Requested Per Person: _____

Number of Members to Attend: _____

Total Amount of Request: _____

TO BE COMPLETED BY FACULTY ADVISOR

What was the <u>selection process</u> for choosing students to attend this event?

How will the student's participation in this event support CEC's diversity mission?

Please include any other comments you feel are pertinent to this request.

Faculty Advisor Signature   Department Chair Signature
                                                            (if organization is department affiliated)

_____   _____

_____

BUDGET OFFICE

Amount Approved: _____

Funding Source: _____

ADDEI Approval:_____   Date:_____

Budget Director Approval: _____   Date:_____