

## Environmental and Ecological Engineering

**Travel Assistance Request Form:** Study Abroad, Global Experience, Service-Learning Project, Conference, etc.

Students seeking monetary assistance with tuition, fees, travel or related expenses associated with studying abroad, doing/presenting research or other educational activities including travel should use this form to validate their need for such support. Applicants should have an initial discussion concerning the intended program with the EEE Associate Director of Advising. **Applications are due to the EEE Administrative Director by relevant deadline.**

**Application Deadlines:** **October 15** for support of winter or spring term experiences.

Basic information:

Name, PUID \_\_\_\_\_  
Semester/Dates of travel \_\_\_\_\_  
Location/Program/Conference Name \_\_\_\_\_  
Number of credits to complete (if applicable) \_\_\_\_\_  
Specific course equivalencies (list) \_\_\_\_\_  
Name all faculty sponsors (if applicable) \_\_\_\_\_

Personal Statement: On a separate sheet in 500 words or less, describe the planned experience and how it will help you to grow as an individual and future professional, as well as any benefits to clients or community groups. Include relevant details on how funding could eliminate financial obstacles to your participation.

If the experience is not a course-based program (study abroad), answer each of the following in your statement and have the lead/supporting faculty member or instructor indicate approval with a signature.

1. Describe the project or area to be studied. What are the main questions of study?
2. Describe your learning objectives and goals? What do you hope to accomplish through the experience?
3. Describe how you will show you have met your learning objectives — what products, reports, or other deliverables will you produce to show that you have met the objectives?
4. Describe how your project relates to EEE, to material covered in other EEE courses, and/or to your professional goals.
5. If credit for a course will be given, state how you intend to use this credit toward EEE degree requirements.

Estimated Budget:

Travel \$ \_\_\_\_\_  
Food & Incidentals \$ \_\_\_\_\_  
Housing \$ \_\_\_\_\_  
Insurance \$ \_\_\_\_\_  
Tuition/Fees \$ \_\_\_\_\_

Funding Already Received:

Travel \$ \_\_\_\_\_  
Food & Incidentals \$ \_\_\_\_\_  
Housing \$ \_\_\_\_\_  
Insurance \$ \_\_\_\_\_  
Tuition/Fees \$ \_\_\_\_\_

List other funding sources being pursued: \_\_\_\_\_

Have you received previous funding from EEE:

- No  
 Yes For what? Amount? \_\_\_\_\_

If EEE agrees to provide support, you will be required to provide a “deliverable” to EEE. Indicate below how you wish to meet this requirement.

- |  |   |
|--|---|
| <input type="checkbox"/> Presentation to EEE 29000 <i>Intro to EEE Seminar</i> | <input type="checkbox"/> Poster for display |
| <input type="checkbox"/> Presentation to EEE affiliated student organization   | <input type="checkbox"/> Report             |
| <input type="checkbox"/> EEE volunteer hours upon return to campus (~10hrs)    | <input type="checkbox"/> Other _____        |
| <input type="checkbox"/> Write student spotlight to be featured on EEE webpage |   |

For Office Use only

\_\_\_ Approved for \$ \_\_\_\_\_  
\_\_\_ Denied