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 30** for support of winter or spring term experiences
March 15 for support of summer or fall 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.

- ☐ Presentation to EEE 29000 *Intro to EEE Seminar*
- ☐ Presentation to EEE affiliated student organization
- ☐ EEE volunteer hours upon return to campus (~10hrs)
- ☐ Write student spotlight to be featured on EEE webpage
- ☐ Poster for display
- ☐ Report
- ☐ Other _____

For Office Use only
__Approved for $ _____
__Denied

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