



Student Travel Support Application

Please read the Student Travel Support Fund Application Guidelines sheet for reference on filling out this form.

Name:

Emory Email:

ID Number:

Date:

Brief description of reason for travel:

Date of trip:

Destination:

Total funds requested (up to \$750):

Please note: Per the Application Guidelines, you must attach an itemized budget.

By signing this form, I am agreeing to the following stipulations pertaining to my travel:

- I understand that approval of this request is not guaranteed and is up to the discretion of the Department's Executive Committee.
- I understand that this is an application for future funding with cost estimates, and that no funds will be given upfront.
- I understand that if this request is approved, I must book travel with the Department of Film and Media ADA, Clare Sterling, or else I will forfeit my right to be reimbursed.
- I understand that I am responsible for producing itemized receipts for all purchases after the travel is complete and that reimbursement after receipt submission may take up to 7-10 business days.
- I understand that I must decline insurance on rental cars to be eligible for reimbursement.
- I understand that if I receive travel funding, I will represent Emory and the Department in a respectful and courteous way.

Signature: _____

Date: _____

Please submit this form, along with the other required materials (see Student Travel Support Fund Application Guidelines Sheet for list) to Clare Sterling at ecsterl@emory.edu.