

College of Education (COE) Diversity Committee Travel Fund

What types of travel does the COE Diversity Committee fund?

COE students are encouraged to apply for funding to support conference presentations that advance the mission of the COE Diversity Committee to embrace diversity and enhance multicultural perspectives. The primary focus of the presentation should address diversity-related and/or social justice issues within your field of study (i.e., Teaching, Learning & Technology, Special Education, Educational Leadership, Comparative & International Education, Counseling Psychology, and School Psychology).

How much can I request?

Students can request up to \$1,000 and based on the number of applications received a portion up to the full amount of the estimated expenses may be awarded.

When can I apply?

Funding will support presentations completed between September 1, 2011 and June 1, 2012 and students are eligible for retroactive reimbursement (i.e., funding request submitted after the presentation is complete).

What does the COE Diversity Committee expect of me?

Funding recipients are expected to participate in a colloquium hosted by the COE Diversity Committee to share their presentation and findings with the larger COE community once travel is complete.

How do I apply?

1. Complete the COE Diversity Committee Travel Fund application and submit it to the COE Multicultural Resource Center (MRC) graduate assistant in Iacocca Hall B-103 or by email at mrc@lehigh.edu. Please fill out all the required details on the application.
2. Application must be filled out in ink and scanned with signatures if submitted by email.
3. You **MUST** provide proof that you're presenting by submitting your acceptance letter and proposal abstract.
4. Indicate your estimated expenses and how much of your expenses are going to be covered by your department/advisor or other sources.
5. Sign and date your travel fund application.

How will I receive my reimbursement?

1. Attach a copy of the conference program that indicates your proof of participation as a presenter.
2. Complete a reimbursement form (available at the COE Budget Office, Iacocca Hall, and Rm. A325). **Do not fill in the TOTALS.**
3. Attach your original receipts to the reimbursement form. Be sure to keep copies for your records as well.
4. **Eligible expenses include:** registration fees, hotel accommodation, parking, public transportation, food and non-alcoholic drinks (but no more than \$20 on any given day), gasoline, or any other expense the Budget office deems valid.
5. Please retain copies of all your receipts in case your application is lost in the mail. It is advised that you personally **return** your application, receipts and reimbursement form to the **MRC, Iacocca Hall Rm. B103**. The Diversity Committee will not be responsible for receipts that are lost in the mail.

COE Multicultural Resource Center (MRC)
111 Research Drive, Iacocca Hall, Rm-B103
Tel: 610-758-6119
Email: mrc@lehigh.edu

College of Education (COE) Diversity Committee Travel Fund: Application

INSTRUCTIONS: (Failure to comply will result in the application being denied)

1. Fill out the application completely in ink or type in.
2. Submit this application form along with the required documents to the MRC, Iacocca Hall B103 (see postal mailing address above).
 - Checklist for the additional required documents:
 - i. Proof of acceptance as a presenter (e.g. letter of acceptance from the conference)
 - ii. Presentation proposal abstract
 - iii. Estimated expenses (fill out the 3rd page of the application)

Date: _____ **Lehigh ID Number (LIN):** _____

Applicant Name: _____ **Degree Sought:** _____

Campus Address: _____

Email address: _____ **Tel:** _____

COE Academic Program: _____

Name of Faculty Mentor/Advisor: _____ **Tel.:** _____

Conference Title: _____

Date(s) of Travel: _____ **Destination:** _____

Are you presenting a: (please check one)

- Poster**
- Paper**
- Workshop**
- Symposium**
- Other (please specify):** _____

Have you submitted another travel grant application in the current school year?

- Yes. Amount of funding already received: \$** _____
- No**

College of Education (COE) Diversity Committee Travel Fund: Itemized Budget

ESTIMATED / INCURRED EXPENSES (please itemize):

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Estimated/Incurred expenses: (A) \$ _____

OTHER FUNDING SOURCES:

_____	\$ _____
_____	\$ _____
_____	\$ _____

Total: (B) \$ _____

ESTIMATED OUT-OF POCKET EXPENSES: C = (A-B) \$ _____

TOTAL COE DIVERSITY COMMITTEE FUND REQUEST: \$ _____

College of Education (COE) Diversity Committee Travel Fund: Commitment Statement

Please provide a brief statement about why you feel it's important to demonstrate a commitment to diversity and multiculturalism through your academic and professional works.

Student's Signature

Date

College of Education (COE) Diversity Committee Travel Fund: Application Checklist

- Completed College of Education (COE) Diversity Committee Travel Fund Application**
- Proof of acceptance as a presenter (e.g. letter of acceptance from the conference)**
- Accepted presentation proposal abstract**
- Estimated expenses (fill out the 2nd page of the application)**
- Faculty mentor, advisor or department chair signature**