

COLA STUDENT STUDY ABROAD/INTERNATIONAL RESEARCH TRAVEL APPLICATION FORM

Applicant's Name and Email: _____

Home Department: _____

Faculty Sponsor's Name and Email: _____

1. A brief description of the travel, its purpose and its value to the student's educational or professional enrichment.

2. The duration of the period to be spent abroad.

3. A budget itemizing expenses. Maximum grant amount is \$750. If the budget is greater than \$750, a description of how the rest will be paid for must be submitted. (See attached worksheet or submit the study abroad worksheet)

4. Proof of acceptance into a study abroad program or approval of the research project if working with outside sponsors at the time of application. Note the degree of your language preparation, if applicable. (Cut/paste or attach documentation to the application.)

5. Approval of the student's advisor and department chair.

Advisor: _____ Dept. Chair _____
Signature Signature

The proposal and documentation must be submitted electronically to the applicant's advisor who must indicate approval and send this on to the applicant's home department chair. The department chair will indicate approval and send this on to COLA Assistant Dean John Smithgall at jssgla@rit.edu.

BUDGET WORKSHEET

(Budget worksheet to be submitted with the following application forms)

- * Clark Internship Support Application
- * Simmons Internship Fund Application
- * Student Conference Fund Application
- * Student Research Fund Application
- * Student Study Abroad/Research Travel Application

Instructions: Complete the budget worksheet below by entering the estimated expense total costs into Column 2. The total expenses amount will automatically calculate at the bottom of the worksheet. Column 3 may be used for any additional comments and notes to explain your expenses.

LODGING EXPENSES	Estimated Total Cost	** Please use this column for any additional comments and notes **
Hotel Accommodations \$_____per night		
Housing/Rent \$_____per month or \$_____per week		
LODGING TOTAL		
TRANSPORTATION EXPENSES	Estimated Total Cost	
Airfare		
Taxi, Rideshare fees (Uber)		
Public Transit		
Parking		
Mileage (Includes gas) (Total Miles) x (Current Rate) = _____		* If traveling with other students in a carpool, only the driver can be reimbursed for mileage.
TRANSPORTATION TOTAL		
MEAL EXPENSES	Estimated Total Cost	
Food/Drinks (Non-Alcoholic)		
Other (Specify): _____		
MEAL TOTAL		
CONFERENCE EXPENSES	Estimated Total Cost	
Registration Fees		
Poster Fees		
CONFERENCE TOTAL		
RESEARCH EXPENSES	Estimated Total Cost	
Gift Cards - Amazon, etc.		
Equipment Fees		
RESEARCH TOTAL		
MISCELLANEOUS EXPENSES (List Below)	Estimated Total Cost	
MISCELLANEOUS EXPENSE TOTAL		
TOTAL EXPENSES		