

Student Travel Funding Allocation Committee
Student Organization - Student Travel Funding Award Contract

Please read through the following statements and initial next to each to acknowledge that you understand the conditions and that you will abide by these policies and procedures.

I, _____, representative of _____ acknowledge, understand, and will abide by the following policies and procedures:

_____ I certify that my Student Travel Funding Award will not be used to receive course credits from any educational institution; for the proper completion of any Purdue University Fort Wayne program, course, certificate, or degree; or to meet criteria established for membership in any organization.

_____ I will complete all necessary travel award paperwork immediately after receiving notice of travel award approval from the Student Travel Assistance in Student Life and Leadership and will make an appointment, if necessary, to better understand all travel award requirements issued.

_____ I understand that the time it takes to receive my travel award check varies and may take several months due to processing time through both Purdue Fort Wayne and Purdue West Lafayette, and I may inquire about the status of the travel award check by contacting the Student Travel Assistant in Student Life and Leadership.

_____ I will save all travel-related receipts (for airfare, ground transportation, lodging, conference fees, etc.) and return copies to the Office of Student Life and Leadership upon arrival back from the funded trip. Failure to do so will result in the award monies being counted as individual taxable income.

_____ I will complete all necessary travel award paperwork immediately upon arrival back from the funded trip.

_____ I will meet with the Student Travel Coordinator in Student Life and Leadership, if requested to do so, to explain all travel expenses and prove that travel award funds were utilized for their intended purpose.

_____ I understand that as an individual traveler, I will not be covered by the University's liability policy and it is my responsibility to cover any emergency situations that occur while traveling. I also understand that the University has a Driver Authorization policy, and I will make sure to be in compliance with this policy before driving on University business.

_____ I have made necessary arrangements (emergency contact numbers, traveler's insurance, cell phone plan, contact information for people I am meeting on the trip, safety check points, etc.) to ensure a safe trip to and from the destination and while staying at the destination.

_____ I understand that it is required to secure Purdue University Travel Insurance for my international trip. I will contact the Student Travel Coordinator to request a meeting to review the policies and complete insurance paperwork.

_____ I will present what I have learned while traveling to the Purdue Fort Wayne student body in the manner outlined in my original travel award proposal and understand that failure to do so may result in future funding probation.

Signature

Date

Received by _____

Date: _____

Approval to Receive Payment by _____

Date: _____

Comments:

Contact Alex Backer, Director of Student Leadership (ambacker@pfw.edu) with any questions.