

# LINDENWOOD

## Student Scholar Travel Grant Request

**This form must be completed and approved at least two weeks PRIOR to traveling.**

The Lindenwood Student Scholars Fund supports travel for the purpose of presenting scholarly work, serving as an invited moderator or discussant on a scholarly panel, or exhibiting one's artistic productions. Applicants must be currently enrolled at Lindenwood University and may not receive funds twice in a fiscal year. An undergraduate student may be awarded up to \$300, and a graduate student may receive up to \$500, based on estimated costs. **Funding will be provided via the [student refund process](#), so applicants must be in good financial standing with the university in order to receive funds from the grant.**

Name: \_\_\_\_\_ Student Number: A000

Undergraduate or Graduate Student: \_\_\_\_\_ Student Email: \_\_\_\_\_

Event Location: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Name: \_\_\_\_\_

Purpose of Participation: \_\_\_\_\_

Please state how any missed classwork will be made up:

Total Funding Requested (Itemized Below): \$ \_\_\_\_\_

Registration \$ \_\_\_\_\_ Transportation (Includes airfare/mileage at \$.43/mile) \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_ Meals \$ \_\_\_\_\_ Local transit\* \$ \_\_\_\_\_

**Verification of presentation, event details, and estimated expense must accompany this form.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Sponsor Endorsement: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Associated School: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Reimbursement Amount \$ \_\_\_\_\_

Provost Approval: \_\_\_\_\_ Date: \_\_\_\_\_