

**APPLICATION FOR CAREER DEVELOPMENT & PROFESSIONAL ENGAGEMENT PROGRAM TRAVEL FUNDS**

Need-based travel funding is available to cover **expenses associated with the Office of Career Development & Professional Engagement sponsored activities**, such as externships and career treks.

Please email your completed application, along with supporting documentation, to the Office of Career Development & Professional Engagement at [career@wm.edu](mailto:career@wm.edu) at least three weeks prior to trip departure.

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Cell Phone/Contact: \_\_\_\_\_ Student ID#: \_\_\_\_\_

**Name of Event/Trip:** \_\_\_\_\_

**Part 1.** Please attach the following:

- Interest Statement:** Describe your interest in participating in this sponsored career trip; be specific about your interest in the career field you will be exploring, how the trip will make a difference in your career decision-making and what you hope to gain and/or learn from your participation. Word limit: 500-750 words
- Financial Need Statement & Financial Aid Package Screenshot:** Describe your need for financial support and be specific regarding how funding from the Travel Funds will benefit your career development. Word limit: 300-500 words. Access your Financial Aid package in Banner (through [my.wm.edu](http://my.wm.edu)).
- Resume**
- Emergency Contact:** Provide the name and contact information of someone we could contact in the event of an emergency.

**Name & Contact (email/phone):** \_\_\_\_\_

**Part 2. FUNDS REQUESTED (\$): Budget**

	<b>Program Registration Fee</b> (Must be a sponsored event through the Office of Career Development & Professional Engagement)
	<b>Transportation</b> (Please attach estimates for transportation; e.g., print out of internet searches) - No 1 <sup>st</sup> class or business class travel; no travel insurance
	<b>Lodging</b> (If not included in the Program Registration Fee. Please attach estimates for lodging; e.g., screenshots of internet searches). No home share (e.g., Airbnb or Vrbo) allowed.
	<b>Meals:</b> Please note some meals are included in the trips. Please check the schedule to see if you will need a meal allowance. Use <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a> to determine amount requesting.
	<b>TOTAL</b>

**Please note:**

- Trip funds cannot be used to extend a stay and must be used for transportation to and from W&M or if during breaks, from a permanent residence
- Additional expenses incurred during the trip that were not pre-approved on the Travel Fund Form will not be reimbursed.
- All trip participants must stay in an approved hotel; home rental or home share accommodations will not be approved.

OTHER FUNDING SOURCES AND AMOUNTS \_\_\_\_\_

AMOUNT OF FUNDING REQUESTED \$ \_\_\_\_\_ (Receipts are required to release your travel funds, within 5 days.)

Have you previously received support from this fund? Yes  No

I understand that missing classes for career-related travel are considered unexcused absences. I understand funding is limited and not guaranteed **and that students are limited to \$2,000 of travel funding throughout their enrollment at William & Mary.** I understand that in order to be reimbursed I must submit original receipts within 5 days of the date of travel. We encourage you to think through any anticipated expenses prior to submitting for travel fund approval

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please review and check these boxes:**

- By checking this box, I give permission to check my records with Community Values & Connections.
- By checking this box, I give permission to check my records with the Office of Financial Aid.

\*\*\*\*\*

**OFFICE USE ONLY:**

DATE APPLICATION RECEIVED \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>APPLICATION REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>
Interest Statement attached		
Financial Need Statement attached		
Resume attached		
Referral Contact Provided		

ACTION TAKEN: Approved:   
Denied:

AMOUNT OF FUNDING: \$\_\_\_\_\_ PAY TO: \_\_\_\_\_

TRIP LEAD APPROVING SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_\_

LEADERSHIP APPROVING SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_\_