

Elementary and Early Childhood Department: Student Travel Policy

I. Introduction

Each department in the School of Education has been allotted a sum of money for student travel from the Office of the Dean. These funds have been assigned proportionally to each department based on the number of faculty and students within each department. The budgetary allocation of funds to support student travel is motivated by the School of Education's and the EECE Department's commitment to student engagement in activities associated with the teaching profession, including, but not limited to students presenting research at conferences and attending workshops or conferences for professional development. Please note that this does not replace the College's student travel policy. The department travel policy is simply to govern the application and distribution procedures for the departmental funds. All student requests must also include the form found on the Budget & Finance travel forms website found here: <http://finance.tcnj.edu/forms/#travelforms>. This form should be submitted with the Department Application.

In the interest of further promoting EECE students' (both undergraduate and graduate) scholarly and professional activities, the Elementary and Early Childhood Education Department has allocated a sum of approximately \$3,600 for student travel for the fiscal year July 1st-June 30. This budget will be divided into three equal portions and assigned to the first, second, and third, thirds of the fiscal year, respectively. For the purposes of this policy, the first third of the fiscal year will be the four-month timeframe from July 1st to November 1st. The second third of the fiscal year will be the four-month timeframe from November 2nd to March 2nd. The third, third of the fiscal year will be the four-month timeframe from March 3rd to June 30th. The first, second and third timeframes will be called Round I, Round II, and Round II respectively.

Outlined below are the procedures required of each student to request funds to support travel to a conference or workshop. Although all professional activities can be considered for funding, due to the budgetary constraints, preference will be afforded to students who are presenting research at a conference. Additionally, students will not be considered for funding for more than one conference or other professional activity unless funds are leftover.

II. Procedures outlining the allocation of funds and for the application for funds

Funds will be allocated in three rounds: Round I, Round II, and Round III. The first round of funds will equal the total budget divided by three, the second round of funds will equal one-third of the initial budget, plus any funds not used in the first round, and similarly, the third round of funds will equal one third of the initial budget plus any remaining funds not used in the first two rounds. The amount of financial support for all Round I funded requests cannot exceed the total of the Round I budget. No individual request will be supported for more than \$400.00. The minimum amount funded for each student will be based on the number of requests and the total amount requested for that round by the

time of the deadline and will be determined after the respective application deadlines by the EECE Department Chair in consultation with the Assistant Department Chair.

All Round I requests for funding for student travel should be submitted to the EECE Department **by 3 pm September 15th**. Requests for Round II funding may also be submitted before the deadline, but if travel is occurring during the Round II window, the application will be held for consideration for Round II funding and not reviewed at this time. However, all Round II requests should be submitted **by 3 pm on December 1st**. Similarly, the Round III funding requests should be completed by **3 pm on April 3rd**.

Since everyone may not know by these deadlines whether they will be traveling, additional travel requests may be submitted on a rolling basis after the initial deadlines, but may not necessarily be awarded funding. Priority consideration will be given to those who request funds prior to the respective deadlines. If funds are still available after the deadlines, late applications may still be considered.

Preference will be given first to student presenters and then for other professional conference or workshop requests, if funds are still available. The maximum amount that can be funded for an individual student will be \$400.00. It is incumbent upon the student to seek funding from outside sources, such as the Student Government Association, professional organization or conference host-sponsored scholarships/stipends, or through other funding sources.

The student will complete and submit the travel request in consultation with his or her faculty sponsor (the faculty member who has collaborated with or supervised the student). Preference will be given to students who are presenting at a scholarly conference and if more applications are submitted than can be funded well (e.g., funds would be less than \$150 per student) preference will be given to upper classmen (juniors and seniors, and graduate students).

Faculty rank or status will not be considered in determining the allocation of funds or awarding of funds. If multiple students from a single faculty member have applied, and the resultant funds would be reduced to less than \$150, preference may be given in accordance with the timeframe of submission (before or after the deadline), and then by random lottery, unless the amount requested can be funded by the amount allotted.

Approval of travel fund requests will be made by the EECE Department Chair in consultation with the Assistant Department Chair. In the event that the Department Chair or Assistant Department Chair has a student who is applying for travel funds, he or she should recuse him or herself from the decision process for that particular student. In the event that both the Department Chair and the Assistant Department Chair have a student applying for funds, the application will be forwarded to the department faculty for review and consideration.

If students are awarded funds by the EECE Department, they are expected to share their research or presentation with the Department Chair, no later than 10 days after travel, in a manner that can be

disseminated on the department website or on the department message boards (if for example, the student has presented a poster). If the TCNJ Celebration of Student Achievement (COSA) deadline for presenting has not passed, the student is also expected to submit their presentation for COSA consideration.

For funding from this budget, travel to any conference must occur before the end of the fiscal year (June 30th). Unless otherwise noted, the funds will be given the student as a reimbursement, meaning the student will have to submit proof of travel expenses (receipts) upon completion of travel. This proof should be submitted to the Department Secretary as soon as possible to expedite the reimbursement process.

III. Application process

Round I—each student planning to travel is required to submit a Travel Funds Application (TFA) by the specified date. Your EECE faculty advisor/mentor can provide the TFA. Students must consult their faculty advisor/mentor prior to submitting their TFA to the Department Chair by the respective deadlines for Rounds I, II, or III funding, given above. Students must also complete and submit with the TFA, the College travel form found here: <http://finance.tcnj.edu/forms/#travelforms>. Students whose conference proposals are under review (meaning no decision has been made by the conference reviewers) should submit the form assuming the presentation will be accepted. If it is ultimately not accepted, the faculty sponsor can notify the Department Chair to remove the application from consideration. Proof of submission (and acceptance, if decision has been made) should accompany your application.

Round II—Although students should submit their requests for travel funds as early as possible, requests for Round II travel funds may be submitted up until the deadline given earlier. Students may also submit their applications after the deadline, but priority will be given to those submitted prior to the deadline. Funds may not be available for applications submitted after the deadline. The same procedures outlined above for Round I also apply to Round II.

Round III—Although students should submit their requests for travel funds as early as possible, requests for Round II travel funds may be submitted up until the deadline given earlier. Students may also submit their applications after the deadline, but priority will be given to those submitted prior to the deadline. Funds may not be available for applications submitted after the deadline. The same procedures outlined above for Round I also apply to Round III.

Additional Information:

Prior to submitting your request to the EECE Department Chair, be sure that you have each of these completed: the EECE TFA **AND** the College Travel Request form. Applications should be submitted to the Department Chair through the Department Staff member, Thomasine Preston.

Any application which is deemed incomplete by the Department Chair will be returned to the faculty sponsor and the submission will be considered incomplete until the application has been returned to the Department Chair completed. Upon review, if the application is complete, the Department Chair will forward your application to the Dean's Office to be filed.

After you have traveled, in order to be reimbursed, you will need to submit a copy of **ALL** receipts for anything you are trying to get reimbursed for. Anything that does not have a receipt cannot get reimbursed. To get reimbursed, give all of your receipts to the staff member, Josephine Miller, in the Dean's office where your application has been filed.

If you have any questions regarding this policy or the process, please feel free to contact your EECE Department faculty advisor/mentor.