

FIDC's Guidelines for Instructional Student Travel (revised September, 2018)

The Instructional Student Travel (IST) pool for the 2018-2019 year has up to \$20,000.00 to support travel for students in furthering academic learning goals. Faculty members may apply for these funds using the following guidelines.

Purpose and Procedures: The principal purpose of the IST pool is to fund instructional field trips arranged by faculty members for their classes (e.g. an art class goes to Chicago to visit the Art Institute) or other curricular-related travel (e.g. taking students to a professional conference). One or more faculty members must accompany the student group on such trips. Funding will only be considered if the activity is related to a class, a major or other program of study. Social events, refreshments, t-shirts, etc. will not be funded through the IST.

Additionally, the IST can support a limited number of students who have completed a research project and would like to present a paper at a professional meeting or conference. In such cases, the student(s) should be sponsored by a faculty member, who makes the application for the grant on the student's behalf. In principle a faculty member should accompany the student to the meeting or conference. Please note that in all cases – a field trip or presentation of a paper at a professional meeting/conference – the benefits for the student(s) should be linked to an academic program of the college. Events funded by IST will not be funded by other FIDC pools.

Funding Amounts:

Student travel for field trips and other similar travel will be funded at the standard mileage rate for the group or individual. In addition, for trips of six hours or less, participants (students and faculty) will receive \$12 for food. For trips longer than six hours, participants (students and faculty) will receive \$18 per day for food. The cost of transportation itself is covered by the mileage allotment. We strongly encourage travelers to take box lunches from the food service whenever they can.

Additional expenses (conference registrations, site entrance fees, parking, etc.) should be detailed on the Instructional Student Travel Authorization Form.

Application Procedure: Application for grants from the IST pool may be sent to the Instructional Student Travel Pool Chair of FIDC, who will send a call for proposals at the beginning of the academic year, by the sponsoring faculty member, using the Monmouth College Student Travel Authorization Form, which can be accessed through the Monmouth College website:

Via the Monmouth College website: Click on Academics on the Monmouth College homepage, and then in the gray list on the left side of the screen click on Faculty and Staff Committees. Next click on Faculty and Institutional Development Committee, and finally click on Student Travel Authorization Form.

In your request, please be sure to include these elements:

1. Details of the field trip/professional meeting;
2. Benefits for the students;
3. Relationship of the travel to academic program goals;
4. The number of students and faculty members participating in the field trip/professional meeting;
5. A detailed budget for funds requested.

Reimbursement: Claims for reimbursement of approved student instructional travel, supported by appropriate receipts, should be submitted to the office of the Vice President for Academic Affairs.