

College of Education (COE)

Diversity Committee Travel Fund

What types of travel does the COE Diversity Committee fund?

COE students are encouraged to apply for funding to support travel needs that advance the mission of the COE Diversity Committee. The proposal must not only be related to diverse populations, but is also expected to embrace diversity, enhance multicultural perspectives, and advance social justice within your field of study.

How much can I request?

Students can request up to \$1,000. Funding must be explicitly itemized and applied to necessary and reasonable expenses (e.g., optional workshops are not considered a mandatory expense, no more than \$35/day for food). Eligible expenses may include registration cost, hotel accommodations, parking, public transportation, travel, and food/drinks. Expenses may only be applied to funding for the range of dates of the conference. Based on the number of applications received, a portion up to the full amount of the estimated expenses may be awarded.

When can I apply?

Funding will support presentations completed between **July 1, 2019 and June 1st, 2020** and students are eligible for retroactive reimbursement. **Application deadline:** by the end of the day on **March 15th, 2020**.

How do I apply?

1. Complete the electronic COE Diversity Committee Travel Fund application and submit it by email at incoemrc@lehigh.edu.
 - a. Please fill out all the required details on the application and email it as one attachment (PDF or Word doc). For best use, open the form in Adobe Acrobat Reader and utilize the “Fill & Sign” function. If any technical questions, please email Denise Campion (dec308@lehigh.edu).
2. You **MUST** provide proof of your travel need by submitting your conference acceptance letter and proposal abstract. If you are presenting more than once at the same conference, attach proof of each proposal and list your authorship/role per presentation/paper/workshop etc.
3. Indicate your estimated expenses and if your expenses are going to be covered by any other sources.

How will I receive my reimbursement?

1. Complete a reimbursement form AKA “Lehigh University Request for Reimbursement for Students, Adjuncts, and Visiting Employees” form (available at the COE Budget Office, Iacocca Hall, Rm. A-325 or from your department coordinator). Attach your original receipts to the reimbursement form. Be sure to keep copies for your records as well.
2. Send an email to the MRC notifying the graduate assistant of your return and completion of the reimbursement form.
3. The graduate assistant will contact Deb Watlington (COE Business Manager) to inform her you will be turning in the reimbursement form to her office in Iacocca Hall, A325 or her personal mailbox to be signed off for approval.
4. You will receive notification from Deb that your form has been processed and you will receive a reimbursement check to be picked up at the Wells Fargo on lower campus.

PLEASE DO NOT EMAIL THIS PAGE AS PART OF YOUR APPLICATION

College of Education (COE) Diversity Committee Travel Fund: Application

INSTRUCTIONS: (Failure to comply will result in the application being denied)

1. Fill out the application completely. Applications are due by **March 15th, 2020**.
2. Submit this application form along with the required documents in **one complete file** (PDF or Word) to incoemrc@lehigh.edu
 - a. Be sure to include the following documents:
 - Diversity Committee Travel Fund Application
 - Proof of acceptance(s) as a presenter (e.g. letter of acceptance from the conference) for each presentation
 - Accepted presentation proposal abstract(s) for each presentation
 - Estimated expenses

Applicant Name: _____ **Degree Sought:** _____

Date: _____ **Lehigh ID Number (LIN):** _____

Address: _____

Email address: _____ **Tel.:** _____

COE Academic Program: _____

Name of Faculty Mentor/Adviser: _____

Conference Title & Official Dates of the Conference: _____

Date(s) of Travel: _____ **Destination:** _____

**Have you submitted another travel grant application in the current academic year to the MRC?
(If so, indicate amount of funding already received from the MRC)**

What will you be presenting (e.g., poster, paper, workshop, symposium)? If more than one presentation, list all below:

What is your role/position in presentation(s) (e.g., 2nd author)?

College of Education (COE) Diversity Committee Travel Fund: Itemized Budget

ESTIMATED / INCURRED EXPENSES (please itemize):

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Estimated/Incurred Expenses (A): \$ _____

OTHER FUNDING SOURCES (Include Pending Decisions with N/A on funding line):

_____	\$ _____
_____	\$ _____
_____	\$ _____

Total (B): \$ _____

Estimated Out-of-Pocket Expenses (C): (C = A – B) \$ _____

TOTAL COE DIVERSITY COMMITTEE FUND REQUEST: \$ _____

College of Education (COE) Diversity Committee Travel Fund: Commitment Statement

Please provide a brief statement about how the project you are traveling for aligns with themes of social justice and/or demonstrates a meaningful commitment to diversity in both research and practice.

The statement should be 1-page max, double-spaced and typed on Microsoft word before being attached on the final PDF application (one file).

Diversity Committee Travel Fund Notification

The Diversity Committee Travel Fund is awarded to any student who will be presenting at a conference in the current academic year as specified by the time frame indicated on the application. Conferences that students have presented prior to the grant deadline of the current academic year are eligible for retroactive reimbursements.

Grant recipients will be notified of their award by email prior to the end of the semester. Funds will be disbursed after the conference date when the student provides receipts of expenses along with the “Lehigh University Request for Reimbursement for Students, Adjuncts, and Visiting Employees” form to the Multicultural Resource Center graduate assistant or a copy of the form if the student submits the original to the COE Business Manager. The recipient will notify the graduate assistant of any changes in date or if the recipient is no longer able to attend the conference.

Any travel grant awards that have not been claimed and dispersed to the recipient after the end of the fiscal year (June 1st, 2020) will be null and void. All applications will be kept on file for three years.

By electronically signing this notification, the student attests that they have read and understood the information above. Furthermore, all information provided in the application is accurate and up-to-date to the best of student’s current knowledge.

Applicant’s eSignature

Date