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 presentation/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 allotted for food per day). 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 convention/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, 2018 and June 30th, 2019 and students are eligible for retroactive reimbursement. Applications are due no later than February 22nd, 2019.

How do I apply?
1. Complete the electronic COE Diversity Committee Travel Fund application and submit it by email at incoeomrc@lehigh.edu. 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
INSTRUCTIONS: (Failure to comply will result in the application being denied)

1. Fill out the application completely. Applications are due by **February 22nd, 2019**.
2. Submit this application form along with the required documents in **one** 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
      - Faculty mentor, advisor or department chair signature

Applicant Name: ____________________________________________ Degree Sought: _______________________

Date: __________________________ Lehigh ID Number (LIN): _______________________

Address: ___________________________________________

Email address: _________________________________________ Tel.: _______________________

COE Academic Program: ___________________________________________

Name of Faculty Mentor/Advisor: ___________________________ Tel.: _______________________

Conference Title: _______________________________________

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

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<th>ESTIMATED / INCURRED EXPENSES (please itemize):</th>
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Total Estimated/Incurred Expenses (A): $ ____________

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<th>OTHER FUNDING SOURCES (Include Pending Decisions with N/A on funding line):</th>
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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 (1-page max, double spaced) 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.
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 30th) 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 __________