

# 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 conference presentations that advance the mission of the COE Diversity Committee to embrace diversity and enhance multicultural perspectives. The primary focus of the presentation should address diversity-related and/or social justice issues within your field of study (i.e., Teaching, Learning & Technology, Special Education, Educational Leadership, Comparative & International Education, Counseling Psychology, and School Psychology).

### How much can I request?

Students can **request up to \$1,000**. 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 (i.e., funding request submitted after the presentation is complete).

### What does the COE Diversity Committee expect of me?

Funding recipients are expected to participate in a colloquium hosted by the COE Diversity Committee to share their presentation and findings with the larger COE community once travel is complete.

### How do I apply?

1. Complete the COE Diversity Committee Travel Fund application and submit it to the COE Multicultural Resource Center (MRC) graduate assistant in Iacocca Hall B-103 or by email at [incoemrc@lehigh.edu](mailto:incoemrc@lehigh.edu). Please fill out all the required details on the application.
2. Application must be filled out in ink and scanned with signatures if submitted by email.
3. You **MUST** provide proof that you're presenting by submitting your acceptance letter and proposal abstract.
4. Indicate your estimated expenses and how much of your expenses are going to be covered by your department/advisor or other sources.
5. Sign and date your travel fund application.

### How will I receive my reimbursement?

1. Attach a copy of the conference program that indicates your proof of participation as a presenter.
2. Complete a reimbursement form (available at the COE Budget Office, Iacocca Hall, and Rm. A325). Do not fill in the TOTALS.
3. Attach your original receipts to the reimbursement form. Be sure to keep copies for your records as well.
4. Eligible expenses include: registration fees, hotel accommodation, parking, public transportation, food and non-alcoholic drinks (but no more than \$20 on any given day), gasoline, or any other expense the Budget office deems valid.
5. Please retain copies of all your receipts in case your application is lost in the mail. It is advised that you personally return your application, receipts and reimbursement form to the MRC, Iacocca Hall Rm. B103. The Diversity Committee will not be responsible for receipts that are lost in the mail

**PLEASE DO NOT PRINT THIS PAGE (SAVE TREES!)**

COE Multicultural Resource Center (MRC)  
111 Research Drive, Iacocca Hall, Rm-B103  
Email: [incoemrc@lehigh.edu](mailto:incoemrc@lehigh.edu)

**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 **October 19<sup>th</sup>, 2018**.
2. Submit this application form along with the required documents to the MRC, Iacocca Hall B103
  - a. Checklist for required documents:
    - ☐ Diversity Committee Travel Fund Application
    - ☐ Proof of acceptance as a presenter (e.g. letter of acceptance from the conference)
    - ☐ Accepted presentation proposal abstract
    - ☐ Estimated expenses (fill out the 3rd page of the application)
    - ☐ 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:** \_\_\_\_\_

**Are you presenting a: (please check one)**

- ☐ Poster
- ☐ Paper
- ☐ Workshop
- ☐ Symposium
- ☐ Other (please specify): \_\_\_\_\_

**Have you submitted another travel grant application in the current academic year to the MRC?**

- ☐ Yes. Amount of funding already received: \$ \_\_\_\_\_
- ☐ No

**What is your role/position in presentation (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 why you feel it's important to demonstrate a commitment to diversity and multiculturalism through your academic and professional works.*

### **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 30<sup>th</sup>) will be null and void.

Diversity Committee Travel Fund recipients are required to write and post a blog of their research onto Lehigh’s Confluence. After publishing the research blog, recipients are required to submit to the MRC graduate assistant the link to the research publication to be hosted on the Multicultural Resource Center’s Blog and webpage.

All applications will be kept on file for three years.

By 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.

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**Applicant’s Signature**

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**Date**

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**Faculty/Advisor’s Signature**

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**Date**