

# Student-in-Need Travel Request: Funding Application

To apply for a Student-in-Need Travel Award, the instructor/trip leader must prepare a funding application packet:

1. A brief description of the purpose of the trip, destination, lodging, travel arrangements, and the number of participating students.
2. A list of students who will be submitting funding requests and faculty comments on any special student circumstances.
3. A trip itinerary.
4. A student travel budget of estimated expenses (see page two).
5. A faculty travel pre-authorization form (1A) for the specific trip (download form at [afd.calpoly.edu/business\\_connection/forms](http://afd.calpoly.edu/business_connection/forms)).

Statements from all nominated students must be attached to the application packet. Complete application packets and student statements can be dropped off in person at the Architecture Department or scanned and emailed to [archsolarships@calpoly.edu](mailto:archsolarships@calpoly.edu). Incomplete packets will be returned to the faculty, and will not be reviewed.

Faculty Name: \_\_\_\_\_ Travel Dates: \_\_\_\_\_

Destination(s): \_\_\_\_\_ Estimated Student Cost: \_\_\_\_\_

Brief description of the purpose of the trip, destination, lodging, and travel arrangements:

List of students who will be submitting funding requests and faculty comments on any special student circumstances:

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

### Architecture Department Travel Budget Estimate Form

Name:

Travel Dates: From  To

Travel Destination(s):

#### Total Cost Breakdown

##### Amounts

Airfare:

Lodging:

Ground transportation:

Meals:

Entrance Fees:

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TOTAL Estimated  
Expenses: