

# 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 (if available).
4. A student travel budget of estimated expenses (see page two).
5. A PDF of the Concur travel request or, if there are no faculty reimbursements, a Travel 1a.

**Statements from all nominated students must be attached to the application packet. Complete application packets and student statements should be emailed to [architecture@calpoly.edu](mailto:architecture@calpoly.edu) and [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:

---

TOTAL Estimated  
Expenses: