

## **Student Success-Travel Funds**

Campus Recreation provides financial support to help student employees attend conferences or participate in opportunities for professional development. A student can receive a maximum of \$350 during each fiscal year (September 1-August 31). Examples of how funds can be used include:

- Registration fees
- Travel expenses (air fare, hotel, meals, [mileage](#))
- Certifications (except for First Aid, CPR and AED)

### **Mission**

The mission of the Department of Campus Recreation is to foster lifelong learning and wellness, stimulate development and facilitate retention by providing recreation services to the students first, as well as the university community.

### **Criteria**

The following outlines the eligibility and selection criteria:

- Students must be currently employed by Campus Recreation
- Must be enrolled for at least six semester credit hours in the fall and spring semesters unless the student is in the last semester of enrollment, or during the summer session with the stipulation that you are enrolled in a minimum of six semester credit hours in the following fall semester
- Hold a minimum cumulative GPA of 2.5 or higher
- Submit a resume with three references
- Submit a 500-word essay on how this opportunity will benefit Campus Recreation or your educational experience
- Submit one letter of recommendation from a Campus Recreation professional staff
- Must attend at least one Student Success program within the same academic year as the scholarship request, before or after the travel date.

### **Application Guidelines**

To request travel funds, the student should:

- Download and complete the “Travel Funds-Request Form”
- Submit all documents to [Victor Hernandez](#) at least 5 weeks prior to date of travel
- Victor will contact all applicants to meet with the Scholarship Committee
- If approved, all scholarship recipients must submit a 1-page paper or 1-minute video reflecting on the experience within 10 business days following the trip to be reimbursed.

### **For More Information**

Victor Hernandez  
Assistant Director of Student Success  
[vh17939@txstate.edu](mailto:vh17939@txstate.edu)  
512-245-2994

Andrew Morreale  
Assistant Director of Outdoor Recreation  
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512-245-8748

**Travel Funds-Request Form**

Applicant Name:	
Student ID Number:	
Personnel Number:	
Address:	
City, State, Zip:	
Phone:	
Texas State Email:	

**Please select best option describing your classification:**

Major:	
Cumulative GPA:	
Job Title:	
Program Area:	

**Please select best option describing your participation:**

Conference/Event:	
Dates:	
City, State, Zip:	
Travel Dates:	

**Estimated Expenses**

Registration Fees:	\$	
Transportation:	\$	
Hotel:	\$	
Meals:	\$	
Other:	\$	
<b>TOTAL:</b>	<b>\$</b>	

**I agree to the conditions and requirements for student funded travel.**

Applicant Signature

Date

**For Office Use Only**

Date Received:	
Award Amount:	
Assistant Director Signature:	
Associate Director Signature:	
Business Office Signature:	
Director Signature:	