APPS 3: Teaching/Research/Service  
APPS 3.05.01: Student Travel Funding Guidelines

01. PURPOSE

Department of Accounting resources may be used to supplement other sources of funding for student travel for students who are eligible members of a Department of Accounting-sanctioned student organization, and are representing the Department at a regional, national, or international accounting-related conference. This statement describes the timing of student travel support requests and the decision process for Department of Accounting support for student travel.

02. FUNDING STUDENT TRAVEL

Within the first two weeks of each semester, student organization faculty advisors will submit a list of planned travel for the upcoming semester to the Chair of the Department of Accounting. This list will indicate the individual(s) who are expected to travel, reason for the travel, travel destination, and a budget detailing registration fees, food, lodging, travel, and other related expenses for each trip.

Funding decisions will be at the discretion of the Department Chair. Normally, funding decisions will be made and communicated to student organization advisors within one month of the start of the semester. Additional travel not anticipated at the beginning of the semester (for example, due to being eligible to compete in a national competition) may be funded at the discretion of the Chair.

Departmental budget constraints must be considered in all decisions about funding student travel. Priority for funding will be given (in the following order) to those students who are (1) participating in a competition, (2) presenting at a meeting but who are not in a competition, and (3) accepting an award. If necessary, student GPAs in upper level accounting classes may be considered when allocating funds.

CERTIFICATION STATEMENT

This APPS has been approved by the reviewers listed below and represents the Accounting Department policy and procedures from the date of the document until superseded.

Review Cycle: September 1, E5Y  
To Be Reviewed: September 1, 2022

Governance Review: _______________________________ Date: _______________
Approved: ____________________________________________ Date:__________________

Ann Watkins
Chair, Department of Accounting