

**ALL NATIONS LOUIS STOKES ALLIANCE FOR MINORITY PARTICIPATION
(ANLSAMP)**

REQUEST FOR STUDENT TRAVEL FUNDING

APPLICATION GUIDELINES:

PROJECT TITLE: ANLSAMP SCHOLAR - STUDENT PROFESSIONAL DEVELOPMENT PROGRAM

WHO IS ELIGIBLE? ANLSAMP Scholar currently in good standing.

PROJECT DESCRIPTION: ANLSAMP Scholars are eligible to receive a travel stipend in order to participate in a STEM related conference, meeting, or workshop. ANLSAMP may reimburse an Institution either a portion or all of the cost for participation in a conference, meeting, or workshop. See the AMP Operations Manual (AOM) for the annual travel amount allowed based on the number of AMP Scholars at your Institution. On your Proposed Travel Budget Expenses form include registration fees, which a copy must be provided with this request, also include travel, lodging, meals, and other expenses directly related to the event that you would like reimbursed). *Reimbursement is contingent upon prior approval by the ANLSAMP Project Coordinator or Program Manager and subject to SKC & government travel rates at <http://www.gsa.gov>.

DISBURSEMENT: Students must receive approval from the ANLSAMP Projects Coordinator or Program Manager prior to departing for the proposed function. After a student has attended the function, ANLSAMP will reimburse the Institution within 30 days of receipt of a final approved Actual Travel Budget Expenses form and all receipts including but not limited to: registration fees, airline ticket stubs, lodging, and other expenses directly related to the event. **Please include all receipts with the exception of meals, which we use the government rates at <http://www.gsa.gov> .**

REQUEST PREPARATION: Requests must be submitted using the ANLSAMP Student Professional Development application forms which are attached: the [Student Data](#) form, the [Student Professional Development Request](#) form, and the [Student Professional Development Budget](#) (Proposed/Actual Travel Budget Expenses form).

REQUEST SUBMISSION & DEADLINE: Submission is to be made during the **FUNDING PERIOD:** Materials may be mailed, e-mailed to:

**Lee Padilla, Projects Coordinator
Salish Kootenai College
ANLSAMP Program
58138 U.S. Hwy. 93
P.O. Box 70, Pablo, MT 59855
lee_padilla@skc.edu,
(Phone: 406-275-4714)**

Please visit our website & Facebook at: <http://www.anamp.org>

STUDENT DATA SHEET

<u>Name:</u>	
<u>Address:</u>	
<u>Phone:</u>	
<u>E-mail:</u>	
<u>Institution:</u>	

STUDENT PROFESSIONAL DEVELOPMENT REQUEST

Who:

Who is sponsoring the function you plan on attending? Include copy of the conference agenda.

Where:

Where is the location of the function including address, city, and state?

When:

When will the function be held?

Why:

Why will attending this function help in your development as a STEM student?

STUDENT PROFESSIONAL DEVELOPMENT BUDGET

Proposed Travel Expenses (before your trip), then Actual Expenses (after your trip)

Student: _____

Location: _____

Conference Dates: _____

Purpose: _____

Registration/conference fee	\$		\$
Meals – reimbursed at www.gsa.gov rate*	/per day	days	\$
Lodging – reimbursed at www.gsa.gov rate*or actual if pre-approved.	/per day	days	\$
Transportation – Airline ticket	\$		\$
Miscellaneous (tolls, parking, taxi, etc.):	\$		\$
Personal vehicle (to airport or conference – current travel rate is .575 cents (rate times miles)	.575 cents x	miles =	\$
* Note: we use the www.gsa.gov rate for the area you are traveling to.			
Total Expenses:			\$

1. Complete this Proposed Travel Budget Expenses form with estimates before departure. It is a requirement that an ANLSAMP Scholar must provide a copy of their conference registration fee with this application.
2. After the conference insert actual costs in this Actual Travel Budget Expenses form and submit to the AMP Office along with all receipts, with the exception of meal receipts.

Signature of AMP Liaison:

Date: