

FIDC's Guidelines for Instructional Student Travel

(revised September, 2009)

The Instructional Student Travel (IST) pool for the 2009-10 year has up to \$15,000.00 to support travel for students in furthering academic learning goals. Faculty members may apply for these funds using the following guidelines.

Purpose and Procedures:

The principal purpose of the IST pool is to fund instructional field trips arranged by faculty members for their classes (e.g. an art class goes to Chicago to visit the Art Institute) or other curricular-related travel (e.g. taking students to a professional conference). Individual students and those college-recognized student organizations related to a major or department may petition FIDC to request funding for curricular-related travel, but they must have a faculty sponsor. One or more faculty members must accompany the student group on such trips. Funding will only be considered if the activity is related to a class, a major or other program of study. Social events, refreshments, t-shirts, etc. will not be funded through the IST.

Additionally, the IST can support a limited number of students who have completed a research project and would like to present a paper at a professional meeting or conference. In such cases, the student(s) should be sponsored by a faculty member, who makes the application for the grant on the student's behalf. Please note that in all cases – a field trip or presentation of a paper at a professional meeting/conference – the benefits for the student(s) should be linked to an academic program of the college. Events funded by IST will not be funded by other FIDC pools.

Funding Amounts:

Student travel for field trips and other similar travel will be funded up to \$25 per day, per student, plus standard mileage for the group or individual. The per diem allocation is to cover all expenses, such as registration and food. The cost of transportation itself is covered by the mileage allotment. We strongly encourage travelers to take box lunches from the food service whenever they can. Faculty accompanying students on approved trips are eligible for a per diem stipend at the \$25 per day rate. For educational trips that involve expenses in excess of the per diem amount (e.g., lodging or registration fees), any faculty member may receive up to \$100 above the per diem, not more than twice during the academic year.

If a student has been accepted to present his or her work at an academic conference (or in special circumstances to conduct research off-campus), the student is eligible for the per diem and mileage allocations described above plus up to \$250.

Application Procedure:

Application for grants from the IST pool may be sent to the Instructional Student Travel Pool Chair of FIDC (see [FIDC Committee Assignments](#) on this site) by the sponsoring faculty member, using the [Monmouth College Student Travel Authorization Form](#), which can be accessed in two ways:

Via Microsoft Outlook: Click on Mailbox/in the upper right of your screen, click on MC Forms /click on FIDC Forms /click on MC Student Travel Authorization Form. (This process takes you to the FIDC website.)

Via the Monmouth College website: Click on Academics on the Monmouth College homepage, and then in the gray list on the left side of the screen under Resources, click on FIDC /click on Student Travel Authorization Form.

In your request, please be sure to include these elements:

1. Details of the field trip/professional meeting;
2. Benefits for the students;
3. Relationship of the travel to academic program goals;
4. The number of students and faculty members participating in the field trip/professional meeting;
5. A detailed budget for funds requested.

Reimbursement:

Claims for reimbursement of approved student instructional travel, supported by appropriate receipts, should be submitted to the office of the Vice President for Academic Affairs. A brief report on the trip should be included with the claim.