



HOBART AND WILLIAM SMITH COLLEGES
Office of the Hobart and William Smith Deans

Support for Students Academic Travel

Policies and Sources

Students may obtain financial support for academic travel in the following ways:

- Departments and Programs, primarily for their majors and minors as funds permit.
- Council on Undergraduate Research, <https://www.cur.org/> [HWS is a member]
- Conference committee or academic organizations to ask about travel grants or student research grant options

Please note that the requests for financial support for class travel or field trips should be directed to the Office of Faculty and Academic Affairs; requests involving clubs, or for more co-curricular activities, should be directed toward BAC and Hobart and William Smith Student Government.

Application Procedures

1. Student picks up/downloads application form. (see attached form)
2. Student submits the application at least three (3) weeks before the date of the event.
3. Student saves and submits upon return documentation of all supported expenditures.
4. Upon return, the student submits a letter describing how their own education was furthered by the event.
5. The students must present their work on campus. Typically, that happens as part of HWS Day in the spring. The deans should be emailed when the student has a confirmed presentation date and time.

Office of Hobart and William Smith Deans

APPLICATION FOR STUDENT ACADEMIC TRAVEL SUPPORT

Today's Date _____

Student #ID: _____

Student Name _____

Date(s) of conference _____

Location of conference: _____

Title & Description of student's role/presentation at conference:

At this conference, I will be:

NOTE: Students must have an active role at the conference to receive funding from our office.

☐ Presenting a paper

☐ Presenting a poster

☐ Other: _____

Registration	
Transportation	
Lodging	
Food	
Other	
TOTAL	

Attach acceptance email or letter from conference organizers

Proposed Expenses:

Student Signature: _____

Sponsoring Faculty Signature: _____

Dean Signature: _____

Dean's comment and recommendation: _____

*Please return this fully completed form (with attachment) to the Office of the Hobart and William Smith Deans in Smith Hall (first floor).