**Student Activity Funds**

**Harold Hamm School of Geology & Geological Engineering**

Submit this form to the office to request funds from HHSGGE for travel, research projects, or other education activity.

Activities may include:

* Presenting talks/posters at conferences/conventions.
* Travel to conduct field, laboratory, or museum work outside of Grand Forks.
* Travel to workshops and conferences for additional learning opportunities.
* Purchasing minor expendable supplies for Senior Thesis/Senior Design projects.
* Purchasing minor expendable supplies for graduate student projects.

Important considerations/requirements:

* A decision on the funds requested will be made by student activity funds committee.
* Funding depends on the amount of funds available- which varies from semester to semester- and the rationale and budget submitted with this form.
* Students will be given preference if they have well thought our reason for their request and/or are giving talks or presenting posters at conventions/conferences.
* You should ask ahead of time for the best chance to get funding. Asking for reimbursement after the fact may result in no financial assistance, even if your request is otherwise strong.
* Seek airline tickets from the Office of Research Development and Compliance (a once a year type of request).
* Seek SOFA (Student organization Funding Agency) funds when a group of students are involved (typically four or more). SOFA provides funds to students in student organizations (AUG, SGE) for activities not tied to a class or a student presentation.
* Seek funds from your advisor. Your advisor may have support to pay or partially pay for presentations at meetings.
* Please note: that you will need to write a one-page report on your activity upon the completion of the expenditure.
* Please note: if you are asking for food reimbursement it will be **$15 per day max** must turn in receipts.
* Document ***all expenses***: **ALL RECEIPTS**, completed signed form must accompany the report and given to Jessica in the office.
1. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Status: Undergraduate graduate When will you complete your degree?\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Total cost of travel/project/activity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Dates of travel/poject/activity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Your advisor’s name (the person directing your travel/project/activity)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Advisors Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. The amount of support requested\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Approved/Denied: Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee initials and dates \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

* Attach to this form
	+ Brief (no more than 1 page) explanation of your request/provide a rationale.
	+ Provide a complete budget, itemized expenses such as travel costs, registration fees, lodging, food, supplies etc.
	+ List all sources of funding for this travel/project/activity.
	+ Provide any other information you feel is relevant.