Department of Organizational Sciences and Communication (OSC)
Short-course, Travel, and Activities Approval E-Form

Policy for departmental support to students for non-conference type activities (e.g., short-courses, training programs, supplies for research submission requests).

1. Students must submit their request in writing on this E-form with a justification for the request and identification of the cost of the activity.

2. If approved, OSC will cover up to 80% of the cost, to a maximum of $200 per student per year. Any additional cost beyond the department’s contribution is the student’s responsibility.

3. The total amount available in any one academic year is $1,000.

4. Requests will be considered in the order received. If a student request is funded, a subsequent request goes “to the end of the line” for that AY and only will be considered after all other first requests are reviewed/funded.
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Request Date:

Name: Email Address:

Check Applicable Box

☐ Graduate __________________________  ☐ Undergraduate __________________________

Program/Major __________________________  Major __________________________

Purpose of request, including event name and purpose of attendance (responses may include short courses, training programs, travel, etc):

Travel/Event Dates:  *Location:
*If traveling internationally, you must register for the University’s International Travel Insurance and Assistance

If travel/event will occur while you are teaching, you must describe your course coverage plans:

FINANCIAL REQUEST:

Total Cost: $  
This amount must be equal to the total of the amounts below.

Requested Departmental Contribution: $  Estimated Student Contribution (If applicable): $
(80% of cost up to $200.00 Maximum)

Reimbursement request submission deadline to Supply Chain is before the end of the current Fiscal Year (usually early June)

FOR CHAIR:

Comments:

Requested Departmental Contribution:  ☐ Approved as Requested  ☐ Approved as $ __________

Email address(es) to notify in addition to traveler: