

**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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**Department of Organizational Sciences and Communication**  
**Short-course, Travel and Activities Approval E-Form**

**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: \$**

*(80% of cost up to \$200.00 Maximum)*

**Estimated Student Contribution (If applicable): \$**

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:**