

2018-19 SBA TRAVEL REIMBURSEMENT APPLICATION

The Conference Travel Fund prioritizes travel for events that will provide L&C students with significant opportunity to network professionally or for formal/informal interviewing opportunities.

Instructions: Requests should be made well in advance of travel. Please allow up to 4 weeks for a decision regarding your application. Please submit your travel reimbursement application to sbatreasurer@lclark.edu.

Please respond to the questions below. Your answers should be complete, however please limit your application to no more than 2 pages. Missing information will delay your application.

- 1. Name of Event:**
- 2. Location of Event:**
- 3. Dates of Event (including travel days):**
- 4. Number of Students who will be traveling?**
- 5. What are your total anticipated travel costs?**
 - (a) Airfare / train / bus:
 - (b) Lodging:
 - (c) Registration Fee:
- 6. What organization, or organizations, are the primary sponsors of the event you are attending?**
- 7. Are there additional conference fees?** (E.g. dinners, ticketed events, CLEs)
- 8. What measures have you taken to defray costs?** (E.g. Shared lodging, carpooling for rental cars, group rates on airfare, etc.)
- 9. If this is a conference, have you requested a scholarship as a student attendee?**
- 10. How do you believe this travel will be of benefit to you?**
- 11. How do you believe this travel could benefit other students, or a student organization at the law school?**
- 12. Have you requested travel funding from other sources?**

If yes:

 - (a) How much funding have you requested?
 - (c) If applicable, what is the expected date of a response?

If no:

(a) Please explain why.

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- 13. Does the event include opportunities for formal interviews?**
If yes, will you be participating in the formal interview program?
- 14. Does the event include opportunities for informational interviewing?**
If yes, how will you plan to set up /schedule informational interviews while in attendance?
- 15. Are there other opportunities for professional networking?** If so, include in your explanation whether it is formal or informal.
- 16. What is the total amount of funding you are seeking from the SBA's Travel Fund?**
- 17. Have you attended this conference in previous years?**
- 18. Have you previously benefited from the use of SBA funds to attend any conference in this or previous academic years?**
- 19. Please provide the primary email and phone number for contact about your request (for communication regarding your request).**

Please submit your travel reimbursement application to sbatreasurer@lclark.edu. A committee that makes travel reimbursement recommendations for approval will review your request. You will be notified of the decision by email.

