

## 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](mailto: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. Are you interested in receiving funds from the LSDAC account? If so, please explain below how this travel will further the mission of the LSDAC account as described in the SBA IBC Procedures and Guidelines.**
- 20. 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](mailto: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.*

