

Policy for Engineering student traveling and attending a Conference or a Competition

When individual or groups of students want to travel to conferences or competitions there are several steps that must be followed. All student funded travel needs to be documented and approved in advance of any registration or ticket purchasing. Even when if money is to come from non-Engineering funds the Engineering Office needs to know so that the Engineering Department is not charged in error.

1. Students must submit a written proposal to a member of the Engineering faculty for such a request. The proposal must include the following:
 - a. Purpose of the request - for example - Sr. Design competition, student club conference, etc.
 - b. Rationale and reason why they need to go at this time
 - c. Dates and location of the conference or competition
 - d. Estimated budget that specifies the amount of funds requested from the department and other sources if applicable
 - e. Names of all students who will be going
 - f. If the travel is to a competition that awards prize money the students must specify in the proposal how the funds are to be distributed. Students need to be advised that all prize money is taxable and Calvin is required to withhold the taxes before final disbursement of funds.
2. The faculty advisor must then take this proposal to the Engineering Department Chair for approval. Once approved the faculty advisor must provide a copy of this to the Engineering Department Administrative Assistant and to all students.
3. Travel that includes airfare and hotels must to be made by working with the Calvin Travel Office at travel@calvin.edu. Fees that are approved to be paid for from the department will be charged to the PNC/Visa statement of the faculty advisor recommending the travel. This is Calvin Policy and allows for the college to obtain a refund should plans for travel change. This is non-negotiable. Faculty and students should begin this process as early as possible to ensure lower rates and availability.
4. If students need a Calvin vehicle rather than airfare they are required to go to <http://www.calvin.edu/admin/physicalplant/vehicles/> and become a Calvin Authorized Driver within 2 weeks of the travel being approved.
 - a. Once they have done this they need to provide proof to their advisor AND the Engineering Office. (Again within the 2 weeks of travel being approved.)
 - b. Faculty advisor will need to actually request the vehicle. This can be delegated to the Engineering Office but only after all previous stated documentation is provided to the office.
5. Insurance - Students are responsible for verifying with their personal/family health insurance policy that they will be covered should there be an issue.
6. Emergency Contact information - Most conferences and competitions will require that emergency contact information be provided at the time of registration. In the event that it is not, students are expected to provide the faculty member and the Engineering Office with such information.

Engineering Student Travel Request Form

Name of student(s) requesting travel funds: _____

Date: _____

Engineering Faculty Advisor who supports this travel: _____

What is the purpose of this request? How will it benefit you and Calvin Engineering? Be sure to include if this is for Sr. Design team, a student club conference or other.

Dates of Travel _____

Name of Conference or Competition? _____

Location _____

Have Calvin Engineering students attending this before? _____

What are you specifically requesting the Engineering Department to pay for? Put an X under either YES or NO for every line and provide an estimate for each line item as well.

	YES	NO	Estimated Cost
Hotel			
Airfare			
Calvin Vehicle and Gas			
Conference/Registration Fees			
Meals			
Other: List below			
Total Estimated Expenses			

Does this travel include the possibility of prize money being awarded to the students attending?
 Yes NO (Circle one) If Yes - How do you want the award distributed? Check only one box.

- Please put the funds back to fund where travel was taken out or in a fund for other students groups to use for travel.
- We want the prize money distributed evenly among all who attend. *
- We want the prize money distributed based on individual competitions. (If you choose this option you must attach a paper with the specific breakdown. *
- Other – Provide written explanation below.

- *Students need to be aware that all prize money is taxable and Calvin is required to take the tax out before disbursing it to students.

We the undersigned, understand that attending this conference/competition is a privilege and that we are representing Calvin Engineering. We understand that while away from campus we are required to follow Calvin College policies for student conduct and the Engineering Department Honesty and Integrity Policy. Violations of these policies will be reported to the appropriate offices and could result in reimbursing the college for these requested travel funds. We understand that it is our responsibility to communicate any and all changes related to this request to our faculty advisor and the Engineering Department Office.

I also understand that should there be a medical related issue while at this event, that I am responsible for verifying that my personal health insurance policy will cover me while away for campus.

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

For Engineering Faculty only:

What account do you want these funds to come out of? Provide the specific engineering account name and number.

If this travel exceeds the estimate how do you expect the overage to be covered?

By signing below, I wholeheartedly I support the use of the above stated funds for the above named students to travel. I believe they will represent Calvin College and Calvin Engineering in the best possible light. I will communicate expectations to students and provide the Engineering Chair and office staff about any changes that may occur after this initial request as soon as I learn of any.

Advisor Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____