

**STUDENT TRAVEL - FUNDING REQUEST**

# **PRESENTATION TEMPLATE**

**PURDUE UNIVERSITY.**  
**FORT WAYNE**

Office of  
Student  
Leadership

SPONSORED BY:

**SGA**  
STUDENT GOVERNMENT ASSOCIATION

# STUDENT TRAVEL - FUNDING REQUEST

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This template serves as a guide to help you create your own presentation. It outlines the basic elements the Student Travel Fund Committee will be looking for. Customize your presentation to reflect the unique aspects of your student organization or academic department. You will have 5 minutes to present, so be sure to practice and time yourself accordingly.

**01 WHAT IS STUDENT TRAVEL?**

**02 FUNDING PROCESS**

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## STUDENT TRAVEL - FUNDING REQUEST

# WHAT IS STUDENT TRAVEL?



The Student Travel Fund Committee is a university committee that reviews funding requests from PFW/IUFW student organizations and academic groups seeking to attend **professional and educational development opportunities**. These opportunities may include, but are not limited to conferences, conventions, tours, training sessions, workshops, competitions, and humanitarian activities organized by recognized not-for-profit organizations.

### HOW TO JOIN THE COMMITTEE?

Email [studenttravel@pfw.edu](mailto:studenttravel@pfw.edu)  
expressing interest in joining.

### HOW TO REQUEST FUNDS?

*Scan me!*



## STUDENT TRAVEL - FUNDING REQUEST

Requests must be submitted **30 days before** the trip's departure date. Student Travel funding is awarded on a **first-come, first-served basis**, and the committee meets **monthly** with a limited number of application review slots available. Submitting your request early helps ensure it can be considered before your trip.

### 01 SUBMIT A REQUEST

You must submit a formal request through our Microsoft Form. This form will ask questions about the trip and your request.

### 02 COMPLETE FUNDING CHECKLIST

After submitting a request, you will receive an email within 7 business days from studenttravel@pfw.edu with the Funding Checklist. You must complete this form in it's entirety. This form will prove to the Student Travel Fund Committee that you have depleted all other sources of funding before presenting. Failure to complete this form will result in your trip being ineligible to proceed in the Student Travel Fund process. The sooner the Funding Checklist is completed to sooner you will be added to the Committee's agenda to present your request.

### 03 STUDENT TRAVEL FUND COMMITTEE MEETING

A student travel representative will invite you to the appropriate committee meeting after you submit your Funding Checklist. You will present your request, and then committee will decide on funding.

**NOTE: Funding is NOT guaranteed.**

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### 04 COMPLETE PRE-TRIP PAPERWORK

If awarded funds, you will be responsible for scheduling and attending a meeting with a student travel representative to complete Pre-Trip Paperwork. All Pre-Trip Paperwork must be completed before any purchases are made.

### 05 MAKE PURCHASES

If you are awarded funding, you will be responsible for scheduling and attending a meeting with the Committee Chair to arrange any purchases within your approved funding categories. Alternatively, if applicable, purchases may be made through your academic department, but you must notify the Committee Chair in advance.

### 06 ATTEND TRIP

You will attend your trip with the your travel arrangements.

### 07 COMPLETE POST-TRIP PAPERWORK

Upon your return, you will be responsible for completing a Visual Summary by uploading photos from your trip and responding to prompts, Student Travel Fund Evaluation Form, and (if applicable) meet with Committee Chair for reimbursement for eligible purchases.

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## PRESENTATION GUIDE

This template serves as a guide to help you create your own presentation. It outlines the basic elements the Student Travel Fund Committee will be looking for. Customize your presentation to reflect the unique aspects of your student organization or academic department. You will have **5 minutes to present**, so be sure to practice and time yourself accordingly.

You must email your presentation to **studenttravel@pfw.edu** at least **48 hours prior to your scheduled presentation time.**

**01** INTRODUCTION SLIDE

**02** PURPOSE OF TRAVEL &  
UNIVERSITY BENEFIT SLIDE

**03** ATTENDEES SLIDE

**04** ITINERARY SLIDE

**05** COST BREAKDOWN SLIDE

**06** BRINGING IT BACK TO  
CAMPUS SLIDE

**07** COMMONLY ASKED  
QUESTIONS

# STUDENT TRAVEL - FUNDING REQUEST

## 01 INTRODUCTION SLIDE

This slide will be the first thing the audience sees. It should prominently display your student organization's or academic department's name, conference/ workshop/ training name, trip destination, and travel dates. Once you receive the signal to begin, you will introduce yourself and fellow presenters, then clearly articulate an overview of your request.

## 02 PURPOSE OF TRAVEL & UNIVERSITY BENEFIT SLIDE

It is important to clearly articulate the purpose of your travel. Begin by explaining how the experience will provide meaningful learning opportunities that contribute to your educational or professional growth in ways you may not otherwise access. Then, describe how your participation will benefit the campus community and align with the institution's mission, including its impact on visibility, academic enrichment, and overall student development.

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## 03 ATTENDEES SLIDE

During this slide, it is crucial to discuss who is going on this trip. Begin by identifying which student organization or academic department you are traveling as. Clearly state any criteria in place for the attendees going. List all the attendees' names on the slide (you are not expected to read them off).

Attendees must be established BEFORE you request. The attendees list should match your Funding Checklist. Attendee substitutions are **not** permitted.

## 04 ITINERARY SLIDE

This slide should provide a clear overview of your group's travel schedule. This should include the date and time your group will depart, a brief outline of the major activities you will participate in each day (conference sessions, workshops, competitions, etc.), and the date and time you expect to return to campus. The itinerary should give the committee a clear understanding of how your time will be spent during the trip. Be sure the timeline is organized and easy to follow.

**EXAMPLE ON NEXT SLIDE.**



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## 04 ITINERARY EXAMPLE

### Day 1 - Arrivial

**08:00 a.m.** - Depart from Fort Wayne Airport  
**10:15 a.m.** - Arrive at New Orleans Airport  
**11:00 a.m.** - Check-in At Hotel Monteleone  
**12:00 p.m.** - Lunch  
**02:00 p.m.** - Explore French Quarter  
**04:00 p.m.** - Conference Registration  
**05:00 p.m.** - Dinner  
**07:00 p.m.** - Opening Session

### Day 2 - Full Conference Day

**09:00 a.m.** - Conference Sessions  
**12:00 p.m.** - Lunch  
**02:00 p.m.** - Conference Sessions  
**06:00 p.m.** - Dinner  
**08:00 p.m.** - Free Time

### Day 3 - Full Conference Day

**09:00 a.m.** - Conference Sessions  
**12:00 p.m.** - Lunch  
**02:00 p.m.** - Conference Sessions  
**06:00 p.m.** - Dinner  
**08:00 p.m.** - Free Time

### Day 4 - Departure

**11:00 a.m.** - Depart New Orleans Airport  
**1 p.m.** - Arrive at Fort Wayne Airport

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## 05 COST BREAKDOWN SLIDE

Your requested amount should be presented in a detailed slide that clearly includes a clear cost breakdown to the penny. This slide should list each cost per person/room, quantity needed, and the total cost for each item. **You must also list any outside funding you are receiving for this trip (this must match your funding checklist).**

Your breakdown needs to match what is on the request form, if you wish to amend the amount you must clearly state that during your presentation.

**EXAMPLE ON NEXT SLIDE.**

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### 05 COST BREAKDOWN EXAMPLE

| CATEGORY              | PRICE PER PERSON     | QT.                            | TOTAL          |
|-----------------------|----------------------|--------------------------------|----------------|
| Airfare               | \$200 round-trip     | 4 students                     | \$800          |
| Lodging               | \$300/room per night | 2 rooms, 3 nights              | \$1,800        |
| Ground Transportation | \$25 per uber        | 6 trips                        | \$150          |
| Registration          | \$450                | 4 students                     | \$1,800        |
|                       |                      | <b>TOTAL REQUESTED AMOUNT:</b> | <b>\$4,550</b> |

**Student Org Contributions** *(if applicable)*: \$200

**Academic Department Contributions** *(if applicable)*: N/A

**Scholarship/Grants** *(if applicable)*: N/A

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### 06 BRING IT BACK TO CAMPUS SLIDE

Clearly explain how your group will share what you learned with the broader campus community. Your plan should include a specific event or activity. Be sure to include a clear vision for what will be shared, as well as the planned date, time, and location of the event whenever possible. The goal is to demonstrate that the knowledge, skills, and experiences gained from the trip will be intentionally shared in a way that benefits the wider student body.

### 07 COMMONLY ASKED QUESTIONS

How does this travel align with the institution's mission and goals?

Why did your group choose this specific conference, competition, or event?

Have you previously received funding to attend this conference, competition, or event? If yes, please explain the benefits of attending again and why additional funding is warranted.

What is the estimated out-of-pocket cost for each student attending this trip?

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## QUESTIONS?

Any questions regarding this process can be directed to [studenttravel@pfw.edu](mailto:studenttravel@pfw.edu)