

BOISE STATE UNIVERSITY COLLEGE OF ENGINEERING

CIVIL ENGINEERING STUDENT TRAVEL ASSISTANCE POLICY

Policy Number CE98-001

Effective Date: May, 1998

Modified: February, 2000

Purpose: Guidelines by which the Department of Civil Engineering may make funds available for student travel to professional conferences.

Funds may be requested subject to the following constraints:

- A detailed, written request for funding must be prepared by the student organization requesting the funds. This report is to be signed by the president of the club and the club faculty advisor, and delivered to the Chair of the Civil Engineering Department no later than 30 days prior to leaving for the conference (60 days is preferable).
- Funding is available for Civil Engineering majors only.
- Funding will be approved or disapproved by a vote of the Civil Engineering faculty.
- The student applying for travel assistance must provide matching funds (preferably a 50/50 match) either from some other source such as a student club, or out of pocket.
- Opportunities to earn club funds appropriate for matching purposes will be provided annually through participation in the Idaho Engineering Science Camp, or through other fundraising activities.
- The maximum amount of funds available for student travel during any one calendar year is \$3,000.