

Departmental Request for Student Awards: Student Travel Funding Form

Please submit this form, along with the appropriate [Departmental Request for Student Awards \(Dept RSA\) Form](#), to request payment of stipends or reimbursements for student travel. Once reviewed, the WVU Hub will determine the impact on the students' financial aid package(s) and whether the payment may be paid directly to the student(s).

Student Name(s): _____

WVU ID number(s): _____

Dates of Travel: _____

Description of Travel: _____

Section 1: Travel Details

Please check Yes or No to the following questions.

1. Is the travel required for the student – defined as listed in the syllabus of a degree pursuant course or in the program handbook? ☐ Yes ☐ No
2. Is the department paying the vendor directly (such as the airline, hotel, conference fees) on behalf of the student? ☐ Yes ☐ No
3. Is the student being paid a lump sum of money to fund the travel, usually before the travel occurs? ☐ Yes ☐ No
4. Is the student being reimbursed for previous travel expenses already paid with documented receipts, including meal per diems and mileage as outlined in the accountable plan rules for reimbursement found in the [University Travel and Expense Manual](#)? ☐ Yes ☐ No

If Yes:

What types of receipts were provided for reimbursement (flight, gas, hotel, etc)?

What is the total amount on those receipts? _____

Section 2: Stipend Amount

Please indicate the amount of the stipend to be paid to the student(s) listed on page 1.

Section 3: Department Information

Department Name: _____

Department Contact Printed Name: _____

Department Contact Signature: _____

Department Contact Email: _____