



Student Travel Grant Program Procedure

Pikes Peak State College
Office of Student Experience & Equity

Contents

Version History	1
Purpose	1
Eligibility & Limitations	1
Timing	2
Application Process	2

Version History

Version	Date	Updated By	Notes
1	08/23/2024	Brian Pumilia, Asst to VPSEE	Initial version

Purpose

The purpose of this document is to define the policy and process which govern the disbursement of Student Travel Grants sponsored by the Office of Student Experience & Equity. A portion of annual budget is allocated to providing Travel Grants to enrich the student experience with off-campus, co-curricular activities related to their fields of study or areas of interest. Our goal is to provide a fair and equitable process to give as many quality, co-curricular opportunities to as many students as possible, contributing to their success as students and alumni.

Eligibility and Limitations

- The Student Travel Grant Application must be completed by the PPSC faculty or staff member coordinating the trip.
- Applicants are limited to one Student Travel Grant per fiscal year.

- Student Travel Grants will be capped at \$10,000. Requests above this amount will only be considered if your student group is representing PPSC in an official capacity, defined as receiving an award, being recognized for an accomplishment, presenting at a conference or seminar, or participating in a competition.
- Student Eligibility
 - Students must be in good academic standing and actively enrolled in class(es).
 - Conduct history of participants will be checked through our Dean of Students Office. A student conduct file does not automatically prohibit participation but will be considered along with application materials.
 - The students' areas of study/interest must be related to the purpose of the travel.
- Staff Eligibility
 - The Student Travel Grant will cover costs for the Travel/Club Advisor accompanying the students on the trip, and an additional Advisor if the number of students traveling exceeds ten.

Need-based Stipends

Low-income students who demonstrate financial need may be eligible for an additional stipend to offset expenses. To qualify, students must have completed a FAFSA or CASFA and have an SAI between -1500 and 3000. Stipend amounts for students who qualify will be determined on the following scale:

SAI	5 days +	4 days	3 days	2 days	1 day
-1500 to 0	\$500	\$400	\$300	\$200	\$100
0 to 1500	\$375	\$300	\$225	\$150	\$75
1500 to 3000	\$250	\$200	\$150	\$100	\$50

Student stipends may be requested by Club or Faculty Advisors on behalf of students in need via the Student Travel Grant Application.

Note: Any need-based student stipends will count toward the capped amount of the Grant.

Timing

- Priority Application deadlines are as follows:
 - July 15 for fall semester travel*
 - October 31 for spring semester travel
 - March 15 for summer semester travel
- Applications will be reviewed for approval and applicants will be notified within two weeks of each priority deadline.
- Applications received after priority deadlines will be considered on a case-by-case basis as funds are available.

- Within two weeks of returning, faculty/staff must reconcile travel expenses in line with PPSC fiscal policies and procedures.

**Note: For fall 2024 only, we will accept applications up to 30 days prior to your first date of travel.*

Application Process

- 1) Complete the Student Travel Grant Request Form located under Forms in your employee portal.
- 2) Complete an In-State or Out-of-State Travel Request Form located under Forms in your employee portal.
 - Use the same Banner Account (ORG) code from the Student Travel Grant Request Form.
 - Out-of-State Travel Request should reflect only employee expenses.
 - Student Out-of-State Travel Requests done separately
 - Attach your approved Student Travel Grant Request
- 3) Other Forms, Documents, and Training (upon grant approval)
 - a. Student Travel Waiver and Responsibility Agreement (per student)
 - b. Student Out-of-State Travel Request & Authorization (per student, out of state only)
 - c. Title IX training through HR (per student, for overnight travel only)
 - d. Travel Card Application (if needed – employee only)
 - e. Students receiving a stipend who are *not* employed by PPSC will need to complete a W9 form.

Note: The Office of Student Experience & Equity is solely responsible for approving funds from the Student Travel Grant Program. The grant recipient is responsible for all other PPSC processes associated with student travel.