Elizabeth City State University
Division of Student Affairs
Student Educational Travel Award Procedure

Elizabeth City State University is committed to enhancing student learning outside the classroom, and a travel experience outside of Elizabeth City through regional, national, and global opportunities by providing support for students to travel to conferences and related activities. Funds for student educational travel are awarded by the Student Affairs Planning Council Committee. This committee meets several times a semester to review budget requests and to allocate funding. Educational travel funds are limited and applications are reviewed by the Student Affairs Planning Council Committee. Funds can only be requested by faculty/staff members and campus administrators for student travel. Funds cannot be used to fund the employee’s expense.

Student Eligibility Requirements

In order to provide as many students as possible the opportunity for a travel experience, students selected for the educational travel must meet the following requirements:
  1) Student is only eligible for one award every two years
  2) Student must be in good academic standing
  3) Student must not have any unsatisfied violations against the Student Code of Conduct.

Application Process

To apply for a student educational travel award, you should:
  • Submit a letter or proposal requesting travel funds a minimum of 10 days in advance of the travel date, and include a budget outlining the amount needed for travel.
  • Indicate in your letter or proposal the purpose of the travel, travel location (city and state) name of conference, event, etc. and the number of students to attend.
  • Outline how the funds will benefit the student(s) and how the student will utilize the knowledge gained from the travel.

Please attach the following items to your letter or proposal:

  1) A list of the names of student(s), classification, major and GPA.
  2) The Supervisors’ Approval Form.
  3) Complete and attach a travel authorization form.

After Travel

  • Complete and submit a travel reimbursement form.
  • Submit a summary report or story of your travel.