

SCAVMA Funding for Student Travel

Any individual who is a NCSU SCAVMA member in good standing and who has the intent to travel for CVM credit, or for attending an education experience, such as a professional meeting, self-organized externships, or school organized travel. This does not include working interviews or experiences for which the student has been or will be fully reimbursed. The validity of the educational opportunity is at the discretion of the SCAVMA Executive Board.

The student requesting support must complete the funding application and place it in the SCAVMA mailbox by the assigned date each semester. Students in their 1st, 2nd, or 3rd year can apply for funding 2 times a semester. Students in their 4th year may apply for funding up to 4 times during their 4th year of study. The maximal amount of funding a student can receive over his/her four years is \$4,000.

Individual funding is retro-active unless the student is a 4th year, in which case the student can apply for pro-active or retro-active funding beginning the spring semester of their 3rd year.

The SCAVMA Executive Board will meet and decide on the amount awarded for the applications turned in by the deadline. Decisions on monies awarded will be based on the trip's educational relevance to veterinary medicine and SCAVMA credits. SCAVMA credits will be considered according to the following scales:

Scale for 1st, 2nd, and 3rd years, includes points from previous two semesters-

SCAVMA Credits	Percent of Requested Amount Funded
9+	100
7-8	90
5-6	80
3-4	70
1-2	60

Scale for 4th years, includes points accumulated over all 4 years

SCAVMA Credits	Percent of Requested Amount Funded
16+	100
13-15	90
10-12	80
7-9	70
4-6	60

Students with zero SCAVMA points will not be considered for SCAVMA funding.

A written response to the applicant, stating the decision of the SCAVMA Executive Board, will be made within two weeks of the funding meeting. All approved applicants will receive money at this time. If the total amount of funds requested is more than SCAVMA's budget for individual funding then the % short rule will be applied. Please see SCAVMA's website for a thorough explanation.

(<http://clubs.ncsu.edu/scavma/>)

If you are applying for retroactive funding, a report and receipts must be turned in with this funding request. The purpose of this report is to provide other members with a resource on travel experiences they may be interested in doing in the future. The format for the report is included at the end of the application. **Receipts must total the amount of money awarded by SCAVMA. If receipts total to less than the awarded amount, the student must return the surplus to SCAVMA.**

If you are a senior requesting proactive funding, the receipts and report are due within 4 weeks of returning from the trip or within 2 weeks of the beginning of the semester if travel took place while classes were not in session.

You will NOT be eligible for future funding if a report and receipts are not turned in!

To be completed by funding committee at time of review.

Complete _____

Retro-active _____

SCAVMA report _____

Pro-active _____

Receipts _____

Funding Application for Student Travel

Please complete the following information in order to assist the SCAVMA executive board in reviewing your request. Please do not alter or omit any part of this application. If you have questions, please contact the SCAVMA treasurer.

Name of applicant: _____ Class: _____

Email address: _____

Is this trip retroactive or proactive? _____

Dates of Travel: _____

Destination: _____

Purpose of Travel: _____

1. Total Cost of trip: _____

2. Other sources of funding (include amount of funding): _____

3. Total Funds requested from SCAVMA: _____

4. Transportation

Mode of transportation (circle one): car airplane train bus other _____

If traveling via airplane, bus, or train please estimate cost of travel (if proactive) or list cost and include receipts (if retroactive).

If driving, are you driving a personal or rented vehicle: _____

If driving a **rental car**, please list or estimate cost of rental (EXCLUDE gas): _____

If **proactive**, estimate total trip mileage: _____

If driving a **personal vehicle** multiply mileage by **\$0.585**. Enter estimated cost of gas: _____

If driving a **rental** multiply mileage by **\$0.285**. Enter estimated cost of gas: _____

**These are IRS vehicle mileage rates, updated as of June 2008. The higher rate for the personal vehicle accounts for wear/tear, oil, etc.

If **retroactive**, list sum of all gas receipts (include receipts with application): _____

5. Lodging

Please list lodging and costs, estimate the costs if proactive:

***If applying retroactively, include receipts. If applying proactively you may list several lodging options if you have not made reservations. Please use the lowest estimate when listing your requested amount (questions 3). You must supply receipts upon return.**

6. Registration Fee(s): _____

7. Other costs, *excluding food and beverage* (please specify): _____

8. Please list all SCAVMA credits accumulated over the past 2 semesters for 1st-3rd year students and for all semesters for 4th year students. (SCAVMA Board will verify)

<u>✓ if completed</u>	<u>Semester(s) completed</u>
_____ Worked in Food Room	_____
_____ Sold t-shirts @ open house	_____
_____ Sold t-shirts @ the state fair	_____
_____ Donated item(s) to the NCV C auction*	_____
_____ Helped with NCV C auction	_____
_____ Donated item(s) to the spring SAVMA auction*	_____
_____ Helped with spring SAVMA auction	_____
_____ Volunteered at SCAVMA fall picnic	_____
_____ Volunteered at the SCAVMA concessions at open house	_____
_____ Volunteered at the Dog Day Run	_____
_____ Volunteered at World Rabies Day	_____
_____ Other (explanation required)	_____

*** Note: If you donated auction items in order to receive money to attend the SAVMA symposium, those points will not be included as SCAVMA points.***

I hereby certify that the above statements are true, and I agree to provide all receipts and ***a written report to SCAVMA*** along with this application if I am applying for retroactive funding. For proactive funding, I agree to provide receipts and a written report to SCAVMA within four weeks of the travel experience or within 2 weeks of the start of the semester (if trip is taken during the summer). I also certify that I have read, understand, and agree to the rules and regulations stated in the “SCAVMA Student Funding Instructions.” **Failure to provide receipts and a written report will result in exemption from any future SCAVMA funding.**

Signature _____ Date _____

Format for required report:

Name and class:

Destination (be specific):

Date of Trip:

Contact person for destination (for others interested in similar experiences):

Contact person's address and/or phone number:

A detailed summary of the experience (maximum of one page):