

WINSTON-SALEM STATE UNIVERSITY  
Office of the Provost ∞ 202 Blair Hall

APPLICATION FOR STUDENT CO-CURRICULAR (NON RESEARCH) TRAVEL FUNDING

Funds allocated to support student travel must be requested through this process. Funds for registered student organizations to travel must be secured through the process in the Office of Student Activities.

All requests must be initiated by a faculty instructor for a course. **No requests will be accepted directly from students.** *Please note, all requests for student travel funds for research-related travel must be initiated through the Office of Undergraduate Research.*

**Funding Priorities (All funding is subject to availability)**

- Students (undergraduate and graduate) who require travel or support for a co-curricular activity in a class during the current or a future semester. Faculty should adequately plan course activities ahead to ensure access to limited funds available each year.

**Funding Limits**

- Co-curricular allocation for student travel or reasonable travel-related cost for a class is limited to \$300 per course, per semester.

Name of Course \_\_\_\_\_

Faculty Instructor Name \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

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Purpose of co-curricular funding request (please provide a summary of the travel request. Include any documentation to support the travel request as necessary. Examples include a **requested budget amount**, and information about a facility you want your class to visit.) How does this activity support reaching the student learning outcomes in your course? How is this activity support high impact practices?

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**SIGNATURES (Required at every level of review)**

Instructor Signature \_\_\_\_\_ (Date) \_\_\_\_\_

Department Chair  
Signature \_\_\_\_\_ (Date) \_\_\_\_\_

Please deliver this completed application with all supporting documents to the Office of the Provost, 202 Blair Hall. Complete requests can also be scanned to the attention of Letitia Wall ([cornishl@wssu.edu](mailto:cornishl@wssu.edu)) . Incomplete applications are subject to be returned or delayed processing.