The School of Business Dean’s Experiential Learning Travel Award for Undergraduate Students

Eligibility

- Applicant must be an undergraduate student currently enrolled at Gonzaga University majoring in The School of Business
- If a student receives travel support in the fall he or she is ineligible for support in the spring

Scope of the Travel Award

- Travel must be completed between June 1 and May 31 of a given year, or prior to graduation in May
- Award provides support for travel, conference registration, and lodging (Food or Per Diem are not included or covered)
- Reimbursement will be provided against receipts and after travel is completed (Gonzaga University travel policies apply)
- Students can only receive one award during a given fiscal year

Application Requirements

- Travel award application form
- Letter of support from faculty mentor confirming the student’s participation, the significance of the activity for the student’s professional development, and confirming student’s current enrollment at Gonzaga University
- Estimated Expenses: cost of travel, hotel, and registration. (Gonzaga University travel policies apply.)

Applications are due in the SBA Office of the Dean (duclos@gonzaga.edu) by the application due date identified on the application. Applications must be submitted electronically with the required supporting documents also attached or dropped off to Jepson 233. For more information, please contact Maureen Duclos, Assistant to the Dean at duclos@gonzaga.edu or 509-313-3404.

Reimbursement Instructions

- All receipts are required for reimbursement.
- Request for reimbursement must be made within 10 days of the completed travel.
- A one-page reflection on your experience must accompany the request for reimbursement
- The form for reimbursement and an expense report (there are two tabs in the excel document) can be found in the link posted for the Experiential Learning Travel Award Reimbursement Form