

## PHILOSOPHY STUDENT TRAVEL FUNDING: DEADLINES & PROCEDURES

- 1) **Deadlines:** Students must apply for travel funding early fall semester, sometime in early September. An exact date will be e-mailed to Philosophy majors and Philosophy Club President early each fall. You must apply for funding even if you have not yet submitted your paper for to be reviewed. Applying sets aside funds in case your paper is accepted.
- 2) **Applications:** Students must apply for funding first to Clubs & Activities, secondly to the College of Arts, Humanities, and Social Sciences (CAHSS), and finally to the Philosophy Department.
- 3) Students who have not completed funding applications to Clubs and CAHSS by the above deadline will receive no funding from the Philosophy department and should expect reduced or no funding from Clubs and CAHSS.
- 4) **Clubs & Activities Funds:** Information for applying to Clubs & Activities can be found here: <https://clubs.humboldt.edu/funding>. Review the application process and make sure to sign up for Defensive Driver Training as well. The link for this is: [https://training.humboldt.edu/documents/How\\_To\\_Take\\_The\\_Course-NonHSU.pdf](https://training.humboldt.edu/documents/How_To_Take_The_Course-NonHSU.pdf)

Clubs & Activities funds a maximum of \$1,000 per Club (Philosophy Club) per academic year, for students to present at conferences. Funds are limited and awarded on a first-come-first-serve basis. It is critical to apply for these funds early in the academic year. Best practice would be to apply by **9/16/16**. Consult the current philosophy club president to coordinate this application. If you do not know who that is, contact the philosophy department Chair.

If you have questions regarding the Clubs & Activities Travel Grant process, please contact Kayla Johnson at (707) 826-3776 or email her at [kmj27@humboldt.edu](mailto:kmj27@humboldt.edu).

- 5) **CAHSS Funds:** The Travel Call for 2016/17 academic year has a deadline date of **9/16/16**. Information for applying for funding from College of Arts, Humanities, and Social Sciences is found here: <http://www2.humboldt.edu/cahss/travel.html>

CAHSS funds a maximum of \$350 per student for travel for presenting at conferences. Remember funds are limited and are awarded on a first-come-first-serve basis.

If you have questions regarding the CAHSS Travel application process, please contact Shannon Collart at (707) 826-3776 or email her at [Shannon.Collart@humboldt.edu](mailto:Shannon.Collart@humboldt.edu).

- 6) **Philosophy Funds:** If you have applied for funding by the required deadline dates for both Clubs & Activities and the CAHSS, and have not been successful in obtaining full travel reimbursement, you may then apply to the Department of Philosophy for assistance. Philosophy typically awards a maximum of \$75/student per academic year.
  - a) Email the Philosophy Department Chair, David Heise @ [dah53@humboldt.edu](mailto:dah53@humboldt.edu) requesting approval of travel funding for conference presentation. Provide your full name, conference title and dates, link to conference website, and presentation title.
  - b) The Chair reviews requests with the faculty and notifies students of results.
  - c) This process requires receipts for reimbursement so save receipts for hotel, food, registration...
  - d) For additional information, please contact Jyll Jackson in the Philosophy Office at (707) 826-4124 or email her at [jjj7002@humboldt.edu](mailto:jjj7002@humboldt.edu).