

Veterinary Student Travel Award

The veterinary student travel award is designed to assist veterinary students who are traveling to an externship or special topics out-rotation that is necessary to augment the student's curricular or career goals or to assist students who are attending a conference as a representative of LSU or to present research or other information. To be eligible for funding, you must be a full-time student enrolled for more than one year (at the time of travel), in good academic standing, and not on disciplinary probation. Recipients are limited to two awards during their academic career but no more than one award in any given academic year.

Veterinary Student Travel Award will support two types of activities:

Travel to externships or special topics out-rotations - Consideration will be given to students traveling to an out-rotation that is necessary to augment the student's curricular or career goals. Only out-of-state out-rotations are eligible.

Conference Participation – Students must be an invited participant, representing LSU, or presenting work which they completed while enrolled at LSU. Conference attendance alone is not sufficient justification to qualify for a travel award.

Application

*Form AS 516: Request for Authorization to Travel for Non Worker form may be obtained from the Office of Student Affairs or at the following link.

<https://www.lsu.edu/administration/ofa/oas/acctpay/pdfs/as516.pdf>

*An e-mail or letter of request/justification outlining how the travel will benefit the student in achieving their curricular and/or career goals.

The AS516 form should be printed, completed, and submitted along with the letter of justification to the Office of Student Affairs. Travel awards will be for up to \$350 (\$500 for international travel) depending on the documented expenses and availability of funds. **Applications for travel funding should be submitted at least 2 weeks prior to departure.** The form must be signed by both the student and the faculty member supporting the student's travel. If another department is contributing funds, a budget code should be provided in the designated slot. If attending a conference, proof of invitation to present/participate at the conference must accompany the application. Once funding is approved by the School of Veterinary Medicine, the original AS516 will be retained for submission with the required documentation supplied by the student. Students will be notified if School of Veterinary Medicine funding is not approved.

Upon return from the conference or out-rotation the student must submit their expenses to the Office of Student Affairs using the AS300 Travel form. Original receipts for lodging and travel expenses are required. **Reimbursement requests should be submitted within 4 weeks of return to Baton Rouge.**

Veterinary Student Travel Award is not available for in-state travel. Students may not be reimbursed for travel which does not originate in Baton Rouge or New Orleans without prior approval.

Account number for Veterinary Student Travel Fund: 166-99-1100 (PG 002335)

Approved 2007

Amended 2009

Amended 2010

Amended 2016

Amended 2017

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Amended 2009
Amended 2010
Amended 2016
Amended 2017