The Individual Domestic Travel Application Checklist Form serves as an overview of forms that are required for submission. The maximum allocation for individual students interested in attending an event is $1,500. This application is specific to the time frame of the COVID-19 pandemic. In-person travel will be based on CUNY and NYS recommendations guidelines and policies.

- **Individual Trip Form**
- **Purpose of Travel**
  The description must include the concept or purpose of the event/activity, and how it relates to your career goals/course of study.
- **Schedule of the Activity/Itinerary**
  Student must provide a schedule related to their activity (i.e. conference schedule or program schedule)
- **Quote(s) for Registration Cost Only**
  No purchase necessary. Supporting documentation for cost must come directly from company. (i.e. conference website).
- **Unofficial Transcript/ Official Transcript**
  Students must submit a copy of their unofficial transcript. All first semester students are required to submit an official transcript from their previous institution.
- **Copy of valid School ID with valid semester sticker or State ID and Current Semester Schedule**
  If the student does not have valid school ID then they can submit state ID with current semester schedule.
- **Individual Presentation Agreement Form**
  The Student Travel presentation requirement is a mandatory and must be submitted after activity.
- **Faculty or Staff Recommendation Letter**
  A faculty, or staff member, must submit a letter of recommendation.
- **Commitment Letter**
Individual Trip Form
Student Travel Committee
Student Activities Association, Inc.

**Personal Information**

Name: ____________________________  GPA: ________

Credits Completed: _________  Undergraduate/Graduate: __________________

Major: ____________________________

Phone Number: ____________________

Email: ____________________________

**Event Details**

Date(s) of Activity: ____________________________

Name of Activity: ____________________________

**Total Amount Requesting:** $________________________

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Official Use

Approved Amount $________________________

Reason Not Approved:
Travel Activity Criteria
Student Travel Committee
Student Activities Association, Inc.

The *Purpose of Travel* section within the individual and group application must include the concept or purpose of the event/activity, and how it relates to the individual or group career goals/course of study. The student Travel Committee will rate applicants on the following...

<table>
<thead>
<tr>
<th>Total Rating Points</th>
<th>Travel Activity Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Format and Structure</td>
</tr>
<tr>
<td>9-10</td>
<td>Purpose statement is well-organized, clear and concise</td>
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<tr>
<td></td>
<td>No grammatical errors</td>
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<tr>
<td></td>
<td>Typed</td>
</tr>
<tr>
<td>7-8</td>
<td>Purpose statement is organized, clear and concise</td>
</tr>
<tr>
<td></td>
<td>Few grammatical errors</td>
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<tr>
<td></td>
<td>Typed</td>
</tr>
<tr>
<td>5-6</td>
<td>Purpose statement is organized, clear and concise</td>
</tr>
<tr>
<td></td>
<td>Few grammatical errors</td>
</tr>
<tr>
<td></td>
<td>Hand written</td>
</tr>
<tr>
<td>3-4</td>
<td>Somewhat organized, repetitive and displays little clarity in the purpose statement.</td>
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<td></td>
<td>Few grammatical errors</td>
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<td></td>
<td>Hand written</td>
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<tr>
<td>1-2</td>
<td>Poorly organized, not clear, and repetitive purpose statement.</td>
</tr>
<tr>
<td></td>
<td>Numerous grammatical errors</td>
</tr>
<tr>
<td></td>
<td>Hand written</td>
</tr>
</tbody>
</table>
Purpose of Travel

TO: Student Travel Committee (STC)
FROM: 
DATE: 
SUBJECT: 

Description of Activity
The description must include the concept or purpose of the event/activity, and how it relates to your career goals/course of study. Please read travel activity criteria before completing this section.

***For more space please attach additional paper.
Faculty or Staff Recommendation Letter
Student Travel Committee
Student Activities Association, Inc.

I, ____________________________, support the following student or students

__________________________________________________________________________
to attend the following event ____________________________________________
on the date(s) of ___________________ in ____________________________ (city/state).

How long have you known the applicant? (Years/Months)

What is your overall opinion of the applicant’s qualifications?

__________________________________________________________________________

Faculty/Staff Print Name                                   Date

__________________________________________________________________________

Faculty/Staff Sign Name                                   Date

__________________________________________________________________________

Department Name                                         Extension

__________________________________________________________________________

Email Address

By signing this form, you are indicating that you know this student and believe that assisting
this student with a travel opportunity would be beneficial to their John Jay College experience.
This form does not hold you responsible for any claims, damages, or liability arising from or
related to the trip activity of this student.
Commitment Letter  
Student Travel Committee  
Student Activities Association  

I, ____________________________, acknowledge that if I’m approved for funding by the Student Travel Committee. I understand that I am responsible for paying the remaining amount of the event, if the total cost of the event exceeds the approved amount by the Student Travel Committee. If I am unable to pay for the remaining balance, I will notify the Student Activities Association Business Office prior to reservations being made by staff for the approved amount. Any cancellations, after booking, may result in me being responsible for all booking fees and I must reimburse the Student Activities Association, Inc.

Signature Student Name ____________________________ Date ____________
Individual Presentation Agreement Form
Student Travel Committee
Student Activities Association, Inc.

The Student Travel presentation requirement is a **mandatory**. The following requirements must be met:

**PowerPoint Presentation Details**
- Presentation must be submitted within two weeks after attending the event.
- Presentation must capture students overall experience.
- Presentation includes at least 5 slides with captions
- Presentation must be emailed to studenttravel@jjay.cuny.edu with the subject line containing your first and last name and the phrase “Travel Presentation” (ex. Joe Smith Travel Presentation).

I acknowledge that I must submit a PowerPoint presentation within two weeks of my return from the planned date of activity. If I do not provide the presentation within two weeks of my return, I am responsible for reimbursing the Student Activities Association, Inc. for the full amount approved by the student travel committee. If the funds are not reimbursed, the Student Activities Association, Inc. has the authority to place a stop on my records.

I hereby grant The City University of New York (CUNY) permission to use my name, the name of the educational program in which I am enrolled, and my photograph for any purpose that CUNY may deem appropriate, including without limitation educational uses and promotion of CUNY and its programs and activities, in perpetuity in in-house publications as well as in all other media, whether now known or later developed. I waive any right to inspect and approve such use.

I agree to hold harmless The City University of New York from any liability that may arise from such use of my name, degree, certificate program and/or likeness.

I am at least 18 years old.

Print First & Last Name __________________________ Signature __________________________ Date __________________________