



Individual Domestic Travel Application Checklist Form

Student Travel Committee

Student Activities Association, Inc.

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). *Transportation and hotel cost are not permitted at this time.*

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
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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: \$ _____

Official Use	
Approved Amount \$ _____	
Reason Not Approved:	



Travel Activity Criteria

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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...

Total Rating Points	Travel Activity Criteria		
	Format and Structure	Reasoning	Goals
9-10	<ul style="list-style-type: none"> • Purpose statement is well-organized, clear and concise • No grammatical errors • Typed 	<ul style="list-style-type: none"> • Clearly expresses the significance of activity. 	<ul style="list-style-type: none"> • Activity has a direct relation to the applicant's academic/professional goals.
7-8	<ul style="list-style-type: none"> • Purpose statement is organized, clear and concise • Few grammatical errors • Typed 	<ul style="list-style-type: none"> • Clearly expresses the significance of activity. 	<ul style="list-style-type: none"> • Activity has a direct relation to the applicant's academic/professional goals.
5-6	<ul style="list-style-type: none"> • Purpose statement is organized, clear and concise • Few grammatical errors • Hand written 	<ul style="list-style-type: none"> • Provides some explanation of activity significance. 	<ul style="list-style-type: none"> • Activity has little relation to the applicant's academic/professional goals.
3-4	<ul style="list-style-type: none"> • Somewhat organized, repetitive and displays little clarity in the purpose statement. • Few grammatical errors • Hand written 	<ul style="list-style-type: none"> • Provides some explanation of activity significance. 	<ul style="list-style-type: none"> • Activity has little relation to the applicant's academic/professional goals.
1-2	<ul style="list-style-type: none"> • Poorly organized, not clear, and repetitive purpose statement. • Numerous grammatical errors • Hand written 	<ul style="list-style-type: none"> • Does not explain the significance of the proposed activity. 	<ul style="list-style-type: none"> • Activity has no connection to the applicant's academic/professional goals.



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