Travel Support for Winter Break Treks

Completed Application Due by 9:00am on Monday, December 9, 2019 to Career Services (101 Muller Center)

ABOUT THE SUPPORT

A limited amount of financial support is available through the Office of Career Services for the 2020 January Treks that we host in New York City and Boston. Funding for this initiative is limited and support is intended to be supplemental to help offset personal costs. Career Services cannot guarantee the level of funding that may be available and recommends that students explore other options as well.

TIMELINES

- Students can expect to be notified via e-mail during the afternoon of Friday, December 13, 2019, of the determinations made regarding their request.
- Travel reimbursements will be provided after the completion of travel. Reimbursement will require submission of an original receipt per the agreed upon funding need. Reimbursement will occur at least three weeks after the submission of receipt and any additional required forms.

REQUIREMENTS

- In order to be considered, applications must be complete (use the checklist on the next page) and dropped off to the Office of Career Services by Monday, December 9 at 9:00 am.

APPLICATION REVIEW

The selection committee will review applications on the following criteria:

- Short Essay
  Relevance of experience: to what extent is this trek related to your career goals?
  Articulation of “why”: compelling rationale as to why this experience and financial support matter
- Resume Quality
  We encourage you to have your resume reviewed during our drop-in hours on Mondays, Wednesdays and Thursdays from 12:00-4:00pm.
- Financial Need
  - Expense Form: Please specify, as accurately as possible, how much funding is needed for you to be able to participate in a Trek visit. Eligible expenses may include travel. We expect students to submit a reasonable and realistic budget.
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Name: ____________________________  Graduation Date: ____________________________

Student ID #: ______________________  GPA: ____________________________

Major: _____________________________  Minor: ____________________________

Email: _____________________________  Cell or Local #: ____________________________

Please list the Career Services sponsored treks for which you have registered:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Application packets must include the following to be considered for this scholarship:

_____ This completed form

_____ Short Essay: 1-2 paragraphs describing why you should be considered for the travel support, including how this Trek relates to your career goals.

_____ A copy of your resume. Please have your resume critiqued in Career Services prior to submission.

_____ Completed Travel Expense Summary form

Signature ___________________________________________  Date ____________________________

The decisions made by the committee are final. Applicants will be notified via e-mail of their status on December 13, 2019.
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TRAVEL EXPENSE SUMMARY

Instructions:

Use this template to structure your itemized budget for travel for the Treks. The categories listed are included to give you a better understanding of the types of expenses you can anticipate. You may add relevant expenses not currently listed here.

Please keep in mind that in most cases, we are not able to provide funding to cover the entire cost of travel.

In addition to the itemized budget, please provide information about any compensation you are receiving and/or other funding you have access to in order to help with your costs.

It is best to specify, as accurately as possible, how much it will cost you to travel to the Treks. We expect students to submit a reasonable and realistic budget.

<table>
<thead>
<tr>
<th>Itemized Budget</th>
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<tbody>
<tr>
<td>Expense</td>
<td>Amount</td>
<td>Description (if needed)</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>e.g. bus pass</td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>e.g. commuting from State College, PA to Altoona, PA</td>
<td></td>
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<tr>
<td>Airfare</td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
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</tbody>
</table>

TOTAL

<table>
<thead>
<tr>
<th>Other Funding Sources</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Amount</td>
</tr>
<tr>
<td>e.g. part-time job over break</td>
<td></td>
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