

Student Travel Grant FAQ

What is the Student Travel Grant?

The Student Travel Grant provides financial support to Lehman College students who are presenting at or attending academic or career-related conferences, competitions, and other professional events.

Eligibility & General Requirements

Who is eligible?

Only currently enrolled Lehman College students are eligible.

Can I receive funding more than once in an academic year?

No. Students may only receive funding once per academic year. An academic year is defined as the full academic cycle, including fall, winter, spring, and summer terms.

Do I need to be presenting to receive funding?

No. Students are not required to present their work (such as a poster, paper, or performance) to be eligible.

Application Process

If I am presenting at an event or conference, should I wait for my presentation to be accepted before applying?

No. Students do not need to wait for their presentation to be accepted before applying. However, funding is not guaranteed and is based on meeting eligibility and requirements.

Is funding guaranteed if I apply?

No. Funding is not guaranteed and depends on eligibility, application completeness, and availability of funds.

What information do I need to complete the application?

You will be asked to provide the following:

- Personal information (name, EMPLID, Lehman email, contact information)
- Academic details (major, GPA, class standing)
- Purpose of travel (how the event relates to your academic and career goals)
- Event details (event name, location, and dates)
- Funding details (estimated costs for transportation, lodging, and registration, supported by quotes)

Required Documents:

- Approved resume (via Career Exploration)
- Proof of attending an Interview or Elevator Pitch Workshop (with date)
- Commitment letter (signature required)
- Schedule or itinerary (conference/program schedule)
- Budget breakdown with quotes (registration, transportation, lodging — no purchase required)
- Unofficial transcript (or official transcript for first-semester students)
- Copy of valid state ID and student ID
- CUNY Off-Campus Travel Liability Form

Do I need to submit supporting documents?

Yes. All required documents must be submitted for your application to be considered complete and eligible for review.

When should I submit my application?

Applications must be submitted at least **6 weeks prior to travel**.

How long does it take to receive a decision?

Decision time may vary depending on the completeness of the application at submission. If an application is fully complete, decisions are typically made within **3 to 4 business days**.

Do I need to complete the Domestic and International Travel Liability Form?

Yes. All students must complete this form as part of the travel approval process.

Funding & Expenses

What is the maximum funding amount I can receive?

- Full-time students: up to **\$700**
- Part-time students: up to **\$350**

What expenses are covered?

Eligible expenses may include:

- Transportation (flights, trains, etc.)
- Hotel accommodations (Airbnb and other non-hotel options are not covered)
- Conference registration

What modes of transportation are covered?

Covered:

- Air travel
- Coach buses
- Amtrak
- Metro-North trains

Not covered:

- Uber, Lyft, or other taxi services
- Non-coach buses

Will I receive the funds directly?

No. Funds are not distributed directly to students. Payments are processed through the college.

Should I make my own purchases, and will I be reimbursed?

No. Students should not make their own purchases. All travel arrangements and expenses must be approved and processed according to program guidelines. Reimbursements are not provided.

Requirements After Approval

Do I have to present at the showcase if I am awarded?

Yes. All funded students are required to present at the **Scholars on the Move: Lehman College Travel Grant Showcase**.

This includes:

- Creating a poster board
- Presenting your experience (poster only or both poster and oral presentation)
- Explaining how the experience supported your academic and/or career development

Additional Information

Who can I contact for more information?

Please contact the Student Affairs Office: Student.Affairs@Lehman.Cuny.edu