

Skidmore College Student Travel to Present Application Instructions

Direct all questions to sof@skidmore.edu

Applications are due at least three weeks before the conference.

Note: Incomplete applications will not be considered.

Project Description

Please provide a brief, one-page description of the research or creative project. Your description must include the following information:

- Project title
- Faculty sponsor
- Justification of proposed expenses (separate from the submitted budget)
- Impact on your Skidmore education
- Impact on the Skidmore community
- The nature and extent of any collaboration with other Skidmore students, faculty, or staff

Budget

Please provide a detailed and itemized budget for anticipated expenses. Include a description of other sources of funds, if applicable. Estimates and round figures are not acceptable. Create the budget either as a PDF or in an Excel spreadsheet. If you choose to travel by car, you need to adhere to the [Skidmore College Motor Vehicle Policy](#) in the use of either a personal vehicle or a Skidmore fleet vehicle.

Tax Documents

Submit a W-9 taxpayer ID form using your home address rather than your Skidmore address.

Proof of Acceptance

Please provide proof of acceptance to the professional meeting.