



PAYNE SCHOOL STUDY ABROAD SCHOLARSHIP

THE
WORLD
IS YOUR
OYSTER.



Payne School Study Abroad Scholarship

Thanks to a generous gift from Dwight & Fern Sample and their daughter, Mary Willette, the L. Robert Payne School of Hospitality & Tourism Management is excited to offer a study/work abroad scholarship to HTM and RTM students!

Details:

- All HTM & RTM declared major students completing a study, work or internship in a foreign country are eligible.
- Funds must be used for round-trip travel to and from the country.
- Study abroad must be for SDSU credit and approved by the study abroad office and the L. Robert Payne School Director.
- Internship or work abroad must be approved by the faculty or internship director.
- The travel allowance will pay for 80% of the airfare up to a maximum of \$1,200.
- Subject to availability of funds, the school will approve all reasonable requests.
- Students must be in good academic standing with the University and enrolled at SDSU the semester prior to study or work abroad.

How to apply:

1. Request travel insurance through the Study Abroad office:
 - a. <https://student.jcbins.com/864>
2. Once you know your flight dates and airports you will be traveling through contact the Payne School Office 619-594-4964 | htmasst@sdsu.edu to inform them you are ready to begin T2 process
 - a. Please note T2's must be submitted no later than 30 days prior to your departure date
3. Direct deposit is required. Sign up at:
 - a. <https://tinyurl.com/yckr2xw5>
4. Submit the following documents for flight reimbursement:
 - Application
 - Acceptance Letter
 - Full flight Itinerary from airline that shows cost breakdown and ticket information.
 - Proof of Payment: Bank/Credit statement that shows charge and account holder's name

*Please note , reimbursements for flights not marked as "Non-refundable" can not be submitted until after the trip.

Flight restrictions:

- Travel while abroad is not eligible for reimbursement.
- Flying to/from another city other than where you are studying abroad requires proof of cost of a flight to/from the city in which you studied. The less of the two flights is what qualifies toward the \$1200.
- These items are not eligible for reimbursement:
 - Upgrades to fare type, seats, or class
 - Travel Protection
 - Costs for additional snacks, drinks, meals, baggage, et

After your trip:

1. Write a Thank You note to Mary Willette that includes details about your trip such as: what you liked, what you gained from the experience, how are you different as a result of the trip, etc... and turn in to front office at AH 4158.
2. Email htmasst@sdsu.edu a picture and quote from your trip that we can use on our scholarship board and website.



L. Robert Payne
School of Hospitality &
Tourism Management

To submit prior to trip:

- ☐ Proof of travel insurance
- ☐ Signed T2
- ☐ Complete direct deposit link

To submit for reimbursement:

- ☐ Completed scholarship application
- ☐ Study abroad program acceptance letter
- ☐ Full airline itinerary including cost breakdown
- ☐ Proof of payment (account holder name must be listed)

Payne School Study Abroad Scholarship Application

Last Name: _____ First Name: _____
Red ID: _____ Address: _____
Phone: _____ City/State/Zip: _____
SDSU Email: _____ Total Airfare: \$ _____

Maximum reimbursement will be 80% of total airfare up to \$1,200

Major: HTM ☐ RTM ☐ Purpose: Study ☐ Work ☐
Study Abroad Country: _____ School: _____
Work Abroad Country: _____ Organization: _____

Applicant signature _____ Date _____

Faculty approval (for internship) or Study abroad approval signature

X _____ Date _____

Staff name: _____ Department: _____

Staff phone: _____ Email: _____