

Payne School Study Abroad Flight Reimbursement

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 travel allowance to a LIMITED number of HTM and RTM students!



Details:

- All HTM & RTM 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 up to 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: <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

**Please note T2's must be submitted no later than 30 days prior to your departure date*

3. Complete the Direct Deposit Link: <https://tinyurl.com/yckr2xw5>
4. Submit the following documents for flight reimbursement:

- Application
- Acceptance Letter
- Flight Itinerary that shows cost breakdown
- 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 (See Renata Pawluk for further clarification) The less of the 2 flights is what will qualify 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 liked, what you gained from this experience, how are you different as a result of the trip, etc and turn in to main office AH 4158
2. Email htmasst@sdsu.edu a picture and quote from your trip that we can use on our scholarship board and website.



To submit prior to trip:

- Proof of Travel Insurance
- Signed T2
- Complete Direct Deposit Link

**L. Robert Payne
School of
Hospitality
& Tourism
Management**

To submit for reimbursement:

- Study/Intern Abroad Travel Request Application
- Acceptance letter
- Airline itinerary including cost (Must show cost breakdown)
- Proof of payment (Account holder name must be listed)

Study/Intern Abroad Travel Request Application

Last Name: _____ First Name : _____
 Red ID: _____ Home Address: _____
 Phone: _____ City, State _____
 E-mail: _____ Zip: **\$1,200** _____

Total Airfare: \$ _____
**** Maximum reimbursement will be 80% of cost up to a \$1,000 reimbursement****

Major: HTM: _____ RTM: _____

Purpose of Travel: Study _____ Work: _____

Study Abroad: **Country** _____ **School** _____

Work Aboard: **Country** _____ **Organization** _____

Applicants' signature: _____ **Date:** _____

Faculty approval (for internship) or Study Abroad approval:

X _____ **Date:** _____

Staff Name: _____ Department: _____

Staff Phone: _____ E-mail: _____