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

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: ___________________________