

Policy Title: Undergraduate Student Field Experience Fund

Effective Date: February 1, 2026

Last Updated: July 1, 2026

Review Date: August 2027

Responsible Executive: Senior Business Officer

Responsible Unit: Office of the Dean

Contact(s): Senior Business Officer, Department Business Administrator

Summary: This fund provides financial support for current CEOE undergraduate students to participate in field experiences related to their academic work.

Policy Statement:

Field experience is a cornerstone of undergraduate education in the College of Earth, Ocean, and Environment, providing students with immersive, hands-on learning opportunities outside the classroom. These experiences are designed to integrate theoretical knowledge with practical skills in real-world settings. This fund provides financial support to CEOE undergraduate students to participate in field experiences.

Field experiences may vary from day trips to local sites, extended trips to regional field stations, and multi-week immersive programs, allowing students to gain practical problem-solving skills, teamwork experience, and professional exposure. All university policies, including the Student Code of Conduct, apply during university-sponsored travel. Additional conduct expectations may be defined for specific trips.

Eligibility and Requirements

- **Eligibility:** Open to undergraduate students who are declared majors in the College of Earth, Ocean, and Environment (CEOE).
- **Application:** Students must submit a completed application along with all required documentation **at least 30 days before** the start of the field experience.
- **Funding and Policies:** Awards are subject to the availability of funds. All expenses must comply with the University's travel policy and business expense guidelines.
- **Post-Experience Requirement:** Recipients are required to provide a brief written statement describing their field experience, how it supported their academic development, and a note of thanks to the donor, Klahr-Spivack Family Environmental Field Experience Fund. Send to Senior Business Officer within 30 days of return from travel.

Policies and Procedures

- The amount of the award is dependent upon availability of funds and the number of applications received.
- To be considered, applicants must be in good standing with their undergraduate program.
- Applicants should budget to ensure the most convenient and cost-effective fares. Students are encouraged to pool resources whenever possible. For example, if multiple students within a department/program will attend the same experience, they are encouraged to share lodging.
- Travel expenses may include eligible expenses per [University Travel and business expense policy](#). Alcoholic beverages are NOT an allowable expense. Original itemized receipts are required for all expenditures more than \$25, except for meals and incidentals covered by the per diem.
- Your department business administrator is your resource for assistance with submitting your request, accessing funds, or requesting reimbursement of expenses. Please attach your award letter to all requests and complete reimbursement requests within 30 days of return from travel.
- Funds may only be used for travel expenses directly related to participation in the field experience. Funds may not be used for course fees, books, program fees, tuition, or other non-travel related expenses.

[KlahrSpivaack Family Environmental Field Experience Fund – Fill out form](#)

Revision Log

1JUL26 – clarified eligible expenses