

## Guiding Principle

This scholarship is intended to meet students' financial needs for in-person requirements that are part of their study program. PLTS strives to use these scholarship funds as equitably as possible; therefore, we hope that students will be mindful of other students' needs as they make requests for travel reimbursement scholarship funds.

## Procedures

1. (Optional) Pre-Approval  
Submit the Pre-Approval form to get pre-approval for your anticipated expenses. Include screenshots or documents showing your expected travel and lodging expenses. **The Pre-Approval Form opens 2 months prior to the in-person requirement and DUE no later than 2 weeks prior to the start of your in-person class or Life and Learning Together Week.**
2. DL Travel Reimbursement Scholarship Application  
Submit the DL Travel Reimbursement Scholarship Application form including documentation of your lodging and travel expenses. Any items without documentation will not be reimbursed. **DUE the Friday after Life and Learning Together Week or the first Friday of the Spring Semester** (typically the first Friday in February).
3. Receive confirmation  
Your DL Travel Scholarship will be added to your financial aid package in Self-Service.
4. Receive your funds  
Your DL Travel reimbursement scholarship will be included in your financial aid refund processed approximately 2-3 weeks after the start of the semester. If you sign up for direct deposit, the funds are likely to arrive more quickly.

## Criteria

- Only lodging and travel expenses are eligible for the DL Travel Reimbursement Scholarship.
- Scholarships will not exceed \$2,000 per in-person class or Life and Learning Together Week requirement.
- Lodging
  - Only lodging during the event and one night before and after will be eligible for the scholarship. For example, if the class is Tuesday-Saturday, eligible lodging includes Monday night through Saturday night.
  - Students who live within 20 miles of PLTS campus are not eligible for lodging expense support through this scholarship.
  - Students are encouraged to use the PLTS rate at Hotel Shattuck or find other reasonably priced accommodations, sharing with other students where reasonably possible.

- Travel
  - Travel expenses (for those living outside 20 miles of PLTS campus) may include: airfare, public transportation or ride share between PLTS campus and the airport, train fare, or driving mileage from the student's home to campus.
  - Travel expenses (for those living within 20 miles of PLTS campus) may include daily parking fee at the Center Street garage (up to \$25 per day) and mileage or public transportation costs between home and campus each day.
- Exclusions:
  - Any expenses submitted without documentation will not be approved. Proper documentation includes screenshots, PDFs, emails, or pictures of receipts with total costs shown.
  - Any applications submitted after the deadline will not be considered.
  - PLTS will only consider expenses incurred by a student, not any non-students traveling with them.
  - As with all PLTS scholarships and grants, students must submit the FAFSA, CDAA, or International Financial Aid Application in order to qualify.
  - Only students enrolled in the Master of Divinity, MA in Spirituality and Social Change, or Certificate in Advanced Theological Studies programs are eligible for this scholarship.