# C:\Users\mallison5\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\6PNVUUTZ\UR_CMYK.jpgDEPARTMENT (GROUP) TRAVEL GRANTS

# INFORMATION FOR UNDERGRADUATE STUDENTS

Support is available from the Undergraduate Research Program to help with expenses incurred by students traveling to professional meetings and conferences. The intent of this support is to provide students with the opportunity to become actively involved in a professional organization as they pursue graduate school and other post-graduate plans. Students supported through this fund are expected to be actively involved in the proceedings of the conference they are attending. Active participation includes making oral presentations, presenting posters, or being part of a panel. In fine arts fields, active participation may include a performance or exhibition of a new composition.

Support is available for students majoring in any field. Funds may be used to support registration, travel, hotel, and food. Food expenses may be requested up to a maximum of $20 per day. The total amount of funding available for all trips is limited. When this amount is expended, no additional trips can be supported from this fund. Note that students are eligible to apply for only **one** travel grant (individual or group) per academic year.

Applications requesting support for student travel should be submitted to the Undergraduate Research Office in Powell 108 (or to 2345 Campus Box).

**If you are awarded funding**:

* You will be expected to seek reimbursement through the UR office (reimbursement forms are available on our website and in Powell 108).
* Please turn in receipts for reimbursement by the dates noted in your award letter.
* Note that travel grants do not carry over into the next academic/fiscal year (fiscal year runs June 1 – May 31). Any funds that are not spent will not be accessible after the academic year closes.
* Note that all expenses are charged to the month when travel ends, whether tickets, conference registration, etc. were purchased ahead of time or not.

**Undergraduate Research Program**

**Meredith Allison, Ph.D., Director**

2345 Campus Box, ext. 5123

#### Powell Building

Room 108

Department (Group) Travel Grant Application

Submit a typed application to the Undergraduate Research Office, Powell Building 108 or return to 2345 Campus Box. Applications must be submitted no later than 3 weeks prior to travel departure date. Students are eligible to apply for one travel grant (individual or group) per academic/fiscal year and funds do not roll over to the next academic/fiscal year.

* **On the final page of this application, please list all the student travelers (i.e., presenters).** Due to the increase in requests for student travel, it is necessary to know the total number of people traveling to any given conference. Further, this support is to be given to students who are presenting their work/actively taking part in the conference proceedings (e.g., performance, poster presentation).
* **The maximum grant per department per conference will be $1,500.00.** If your request is greater than the amount we can award, please seek additional funds from the dean of your school and/or your department chair.
* **Faculty members** serve as the point person for this application.
* If your application is approved, then after travel:
	+ The **faculty mentor** should gather all relevant original receipts from student travelers and submit reimbursements in **one request**.
		- This way the faculty member acknowledges that these receipts are for the group travel
		- The faculty member can clarify how much each student should be compensated
		- It helps the UR office track expenses given the faculty member is the point person for this request, not the individual students
	+ **Original** **receipts** of expenses are required
1. **General Information**

|  |
| --- |
| Date Submitted: Click here to enter text. |
| Primary Faculty: Click here to enter text. |
| Primary Faculty Department: Click here to enter text. |
| Primary Faculty Email: Click here to enter text. | Primary Faculty Colleague ID\*:Click here to enter text.\*In OnTrack for Faculty, go to User Profile (under User Account) |
| Primary Faculty Campus Box: Click here to enter text. |
| Title of Conference: Click here to enter text. |
| Conference Dates: Click here to enter text. | Conference Location: Click here to enter text. |

**Presentation/Performance Information (attach)**

For ***each***student presentation/performancebeing made at this conference please include the following information:

Title

1. Author, coauthors (or Presenter, co-workers)
2. Faculty mentors and their department
3. Presentation type (oral, poster, panel, dance performance, recital, other)
4. [100-250 word abstract or description of presentation]
5. \*A copy of the email/notice of **acceptance** to the conference. Please be sure this includes the students’ names.\*
6. **Expenses**

Itemized Expected Expenses:

|  |  |
| --- | --- |
| **ITEMS** | **EXPENSES** |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
|  | Total Funds Requested | Click here to enter text. |

Are other funds available to support your travel? [ ] Yes [ ] No

If so, please indicate the amount of support from other sources. Click here to enter text.

***Requests for reimbursements related to travel must be submitted no later than the end of the calendar month following the month in which the travel ended. The Undergraduate Research Office will not necessarily be able to send a reminder of this reimbursement submission deadline.***

1. **Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| Primary Faculty’s Signature | Click here to enter text. | Date | Click here to enter a date. |
| Department Chair’s Signature | Click here to enter text. | Date | Click here to enter a date. |

**Barring extenuating circumstances, students who receive travel funding from the Undergraduate Research Program are expected to submit an application to present at** [**SURF**](file:///C%3A%5Csienerth%5CMy%20Documents%5C~URP2004-05%5CURPWebPage%5CDreamweaver%5CSURF.htm) **either in the academic year of the award or in the following year.**

1. **Student Information**

Please provide complete information on *each* student presenter/traveler:

*(Feel free to cut and paste an additional information table if needed)*

|  |
| --- |
| **STUDENT RESEARCHER INFO** |
| Name (first and last): | Click here to enter text. |
| Phone: | Click here to enter text. |
| \*Student ID (datatel): | Click here to enter text. |
| Campus Box: | Click here to enter text. |
| Year in School: | Choose an item. |
| Major: | Click here to enter text. |
| Email (include @elon.edu): | Click here to enter text. |
| Expected date of degree completion: | Choose an item. |
| Currently enrolled in 499? | Choose an item. |
| Currently enrolled in 498? | Choose an item. |
| Fellow Status | Choose an item. |
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\*student datatel numbers are required