Undergraduate Research Travel Funds

Application for Travel Funding to Present Research Findings/Creative Work

Applicant's name: _____ Campus ID: _____

Applicant's local (mailing) address: _____

_____

Applicant's ASU e-mail address: _____

Applicant's phone number: _____ (please include the area code)

Conference name: _____

Conference location: _____ Conference dates: _____

Title of presentation or poster: _____

_____

Faculty Sponsor(s): _____

Please respond to the following items.

1. How will the travel funds you request benefit Angelo State University?

2. Provide a detailed travel budget in whole dollar figures:

Airfare: _____
Other Transportation: _____
Lodging (Hotel): _____
Meals: _____
Registration: _____
Incidentals (Hotel taxes): _____
Total Amount Requested: _____

3. *Are you requesting travel funds from any other source?

☐ No (go to item 4) ☐ Yes (list the funding source(s) and estimated amount below)

* Combined travel funds shall not exceed actual costs.

4. Attach the following items to this form:

a. Student travel documents, including the Travel Authorization Request, Student Travel Form, Student Travel List, and Student Activity Release Form (See ASU Operating Policy 70.09 for details)

b. A copy of the notice of acceptance from conference organizers and a memorandum of support from the faculty sponsor.

5. The faculty sponsor should submit these forms and all other supporting documents to the Center for Innovation in Teaching and Research's Office.

For Office Use Only:

Total Amount Funded: _____ Budget Item # _____

Application denied – Reason(s)

_____

_____

_____

Application Postponed – Reason(s)

_____

_____

_____

_____

Director, CITR

Cc: Faculty Sponsor

Student Applicant

Rules and Regulations for Undergraduate Research Travel Funds

Students applying for travel under this competition should consult with their faculty mentors for assistance with completing this application

1. Students must be presenting their own research/creative work and have received confirmation that they are on the program for the conference.

2. Students must submit a copy of their notice of acceptance from conference organizers and a memorandum of support from their faculty sponsors. Faculty sponsors are responsible for managing the travel funds.

3. Only one trip per student will be funded each year under this program, and students must request travel funds as early as possible to facilitate timely processing of travel arrangements. Honors Program students should consult with the Program Director for travel support specifically related to Honors initiatives.

4. Students may request a maximum of $400 for in- or out-of-state travel. International travel will not be funded under this program.

5. Students must electronically submit a one-page narrative describing the benefits of their experience to the Provost's Office within four (4) weeks of their return from the conference.

6. Students receiving Undergraduate Research Travel Funds are strongly encouraged to present their research/creative work at ASU's annual undergraduate research symposium.

7. Students and faculty sponsors are responsible for adhering to ASU travel policies, including the following:

    a. If traveling by air, contact ASU's Travel Office at (325) 942-2725 for instructions on obtaining a price quote and purchasing the ticket.

    b. If traveling by car, enter the starting point and destination on the Rand McNally Mileage Calculator Web page (http://www.randmcnally.com/mileage-calculator.do), and print the results. Mileage is reimbursed at the university's current rate per mile. If multiple individuals are traveling to the same place, they must share a vehicle (4 per vehicle).

    c. Meals and lodging expenses may not exceed the university's daily maximum rates. Information on these rates may be accessed in RamPort under the Travel Office Channel.

    d. Lodging (hotel) receipts must show a zero balance and include the name and address of the hotel, the student's name, the single room rate, and a daily itemization of lodging charges.

    e. The following expenses will **not** be reimbursed: alcoholic beverages, entertainment costs, personal expenses (laundry service, excess baggage charges, telephone calls), and tips.

    f. Travel Expense Logs and receipts must be submitted within sixty (60) days of the travel, although earlier submission is highly encouraged.

By signing this form, I acknowledge and agree to the above stated rules regarding ASU student travel under this program.

_____ _____

Student's Signature Date

_____ _____

Faculty Sponsor's Signature Date