

Student Travel Fund Policy

Center for Undergraduate Research

The Cal U Center for Undergraduate Research offers some support to students and their faculty mentors for expenses incurred while traveling to professional meetings, conferences, and/or functions where students will be making presentations, performing, or exhibiting the results or outcomes of their research, scholarship or creative activities. This support is intended to provide students with the opportunity to become more involved with a broader collection of professionals and peers in their chosen fields of study. Such experiences contribute to the scholarly development of the individual student as well as the entire Cal U community.

Students applying for travel funding must be in good academic standing, be currently registered in a degree program at Cal U, and are required to be actively involved in the proceedings of the conference, meeting, performance, or exhibition they are planning to attend. Active participation includes making oral presentations, presenting posters, participating on panels, and performing or exhibiting an artistic composition.

Students of all majors are eligible for funding but students are eligible for only one award from this fund each year. Funds may support registration, travel, hotel, and food costs. Please note that the funds available are limited and, when depleted, no additional trips can be supported for that academic year. The typical award is a maximum of \$600 per student, and a maximum of \$600 for the faculty mentor, though some applications may warrant higher awards. All travel and travel preparations must adhere to the California University Travel Policy. Under no circumstances will funds be awarded retroactively.

Applications will be evaluated on a first-come, first-served basis. Students are encouraged to apply as soon as they have official confirmation of their acceptance to present. Application at least five (5) weeks in advance of planned travel ensures adequate time for review of applications by the Undergraduate Research Advisory Council (URAC). Applications received less than 5 weeks in advance will be reviewed as promptly as possible but a decision in time for preparation of all necessary travel arrangements and documents cannot be promised.

Cost sharing of travel expenses with other funding sources is looked upon favorably, but is not required in order to apply for funds. Suggested sources of cost sharing are departmental funds, FPDC funds, college funds (through the dean), university funds (through the provost), and personal funds (out of pocket contributions to travel that will not be reimbursed).

Travel grants also may be sought for Group Travel - when two or more students are traveling to, and presenting at, the same event. Such applications are subject to the same constraints as outlined above, including faculty mentor support. *Application materials for Group Travel include 1) Student Group Travel Fund Application, 2) Student Group Member Travel Information form and supporting documents for each student member, 3) Faculty Member Student Travel Fund Application and supporting document. When all the forms and materials have been completed, the faculty mentor submits the complete packet of materials.*

All applications requesting travel funds should be submitted by e-mail to Dr. Gregg Gould (gould@calu.edu). Applications will be reviewed by at least three members of the Undergraduate Research Advisory Council (URAC), at least one of which will be a member of the college/school most aligned with the event to which travel funding is sought. A decision on the application will usually be rendered within one week of receipt of the application. Incomplete applications or applications submitted after the five-week advance deadline may not be reviewed.

Failure to comply with any of the conditions set forth in this policy or associated documents (application form(s), reimbursement form, project summary form) may impact funding. *See additional details on the following page.*

Guidelines for Use of Funds and Reimbursement

Once an application has been approved, funds may be utilized up to the requested total amount as follows:

- Students and Faculty Mentors are expected to exercise good stewardship of funds when traveling for the conference/event. Any expenditure not allowed by the California University Travel Policy will be the responsibility of the student or faculty mentor.
- If specific invoices for advanced purchase costs associated with the travel (such as conference registration, hotel room, rental car, etc.) can be produced far enough in advance (typically 3 to 4 weeks) it may be possible for these to be paid in advance by the Cal U Purchasing Department.
- Expenses incurred for meals and other incidentals that were included in the application (auto mileage, tolls, parking, etc.) as well as conference registration, airline tickets, hotel room, etc. that were paid directly by the student or faculty mentor will be reimbursed to the traveler upon submission of a completed reimbursement form accompanied by original receipts.

All requests for reimbursement must be submitted no later than 15 days after your return from the event. Under no circumstances will reimbursement be made if receipts and a reimbursement form are not submitted within 60 days of return from the event.

Students who receive travel funds from the Center for Undergraduate Research are expected to:

- 1. Acknowledge the Cal U Center for Undergraduate Research for travel support when presenting.**
- 2. Recognize that for the duration of the travel associated with the event, they are representatives of Cal U and should at all times conduct themselves in a professional manner that reflects favorably on Cal U.**
- 3. Submit receipts and a completed reimbursement form no later than 15 days of return from the event.**
- 4. Complete and submit a Student Project Summary within 15 days of return from the event.**
- 5. Present their work at the next possible Cal U Strike a Spark Conference.**