

# Application for Student Group Travel

Center for Undergraduate Research

**Please review the Student Travel Fund Policy before completing this application.**

**A. General Information**

Faculty Sponsor Name: \_\_\_\_\_ Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Conference/Event: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s) of Conference/Event: \_\_\_\_\_

Type of Conference/Event:  Local  Regional  National  International

Means of Travel: \_\_\_\_\_ Travel Date(s): \_\_\_\_\_

Air  Auto  Other \_\_\_\_\_

**B. Requested Expenses**

Itemize all anticipated expenses below and please be as specific as possible.

Item Description	Cost

Grand Total Requested Funds: \_\_\_\_\_

What other sources of funding have been requested? If none, leave blank.

Other Funding Sources to Which You Applied	Amount Requested	Request Approved?
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending

**C. Student Participant Information**

Please list the name, Cal U ID, and email address for each student for which travel funding is sought.

Student Name	Cal U ID Number	Cal U Email Address

**Each participant listed above must complete a Student Group Member Travel Information Form and attach:**

- 1. *A copy of her/his presentation abstract or a brief (about 100 words) description of the presentation/performance she/he will be conducting;*
- 2. *Verification of her/his participation (program that includes the student’s name, email confirmation from conference/event planners, etc.)*
- 3. *A short statement (100 to 200 words) which expresses how her/his presentation/performance at the conference or event contributes to the academic discipline.*

**Completed student forms should be returned to the sponsor who will submit this application and that supporting documentation with requested attachments as a complete package.**

**D. Signatures**

Faculty Sponsor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Chair’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note that electronic signatures are acceptable as long as the signed document is attached to an email from the signer.*

All applications requesting travel funds should be submitted by e-mail to Dr. Gregg Gould ([gould@calu.edu](mailto:gould@calu.edu)). 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.

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 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 less than 5-weeks in advance planned travel may not be reviewed.