

Travel Support Request

Application Instructions - The WVU Office of Undergraduate Research (OUR) offers limited travel support for WVU undergraduates to offset costs (registration fees & travel-related expenses) associated with attendance and presentation (oral or poster) of undergraduate research results at discipline-specific regional and national conferences or workshops. Travel support will be distributed on a case-by-case, competitive basis by OUR. Some limitations may apply.

Program Policies -

- Undergraduates may receive travel support of no more than \$500/year for one activity per year.
- Undergraduates who plan to attend the same conference to present the same research/creative work (as co-authors) should submit their travel support requests at the same time referencing each other as co-authors.
- Support requests should be submitted as one request and a minimum of three weeks prior to the start of the activity for which travel funding is being sought.
- It is the undergraduate student's responsibility to ensure all materials are submitted in time for consideration of travel support and in time for reimbursement upon return from travel.
- Undergraduates must apply individually; no group applications will be accepted.
- As the OUR Travel Support Program is a reimbursement program, students should retain all receipts associated with the activity for which they have been awarded funding. Original receipts (not copies and not credit card statements) are needed for reimbursement.
- If the travel activity is co-funded by another department or unit, the total amount of travel support from all sources may not exceed the documented costs of the travel activity.
- Travel reimbursement may take upwards of two months from the date of submission of receipts.

Application Procedures - Undergraduates who wish to apply for travel support should submit the four items outlined below to:

Office of Undergraduate Research
Attn: Travel Support Request
PO Box 6212, 700 College Ave.
306 Student Services Center
Morgantown, WV 26506-6212
undergradresearch@mail.wvu.edu

PLEASE BE SURE TO SUBMIT ALL 4 SECTIONS OF THE APPLICATION REQUEST -

1. OUR Student Travel Support Application (see attached)
2. A short cover letter addressed to the Office of Undergraduate Research:
 - a. describing the conference or workshop (official name, dates, purpose);
 - b. explaining why you believe presentation and attendance at this conference will enrich your undergraduate research experience;
 - c. outlining the overall, projected budget (see next page for detailed instructions and example budget) and amount of support already obtained or requesting from other sources (if any); and
 - d. stating the amount of support requesting from OUR (maximum of \$500) for this activity.
3. Copy of accepted abstract (including title, authors, author affiliations, and abstract) and documentation of abstract acceptance (i.e., copy of email or letter)
4. OUR Faculty Research Adviser Recommendation Letter (e.g., recommending the student for the travel support and describing how the activity contributes to the student's research and overall undergraduate experience).

Detailed Instructions for Projected Budget - Find prices and provide a reasonable, projected budget for your proposed travel expenditures in tabular form (see the example below). Justify the expenditures in your budget by providing some details. In your budget, you need to give specific costs for what you are requesting. For instance, when proposing to attend a conference, you need to find and report valid, non-approximated costs for the conference registration fee, lodging, meals & incidental expenses (i.e., M&IE or per diem), and travel. For lodging and M&IE, go to the U.S. General Services Administration (GSA) website (<http://www.gsa.gov/portal/content/104877>) to find these rates for your destination city. For M&IE, you can request the full rate for each full day at the conference, but only 75% of the rate for days that you travel to and from the conference. For lodging, take the typical lodging cost from the GSA website and multiply it by the number of nights. Also, look up the typical cost of roundtrip airfare or, if driving, find the roundtrip mileage and multiply by the mileage rate for your institution or that found from the GSA website.

Example Projected Budget - For attendance and oral presentation at the 251st American Chemical Society (ACS) National Meeting in San Diego, CA on March 13-16, 2016 (<http://www.acs.org/content/acs/en/meetings/spring-2016.html>).

Budget Item	Cost/unit x units	Extended Cost
1: Conference Registration: Undergraduate Student Member/Affiliate	\$105	\$105.00
2: 3-night stay at hotel: Max lodging from GSA Website for San Diego, CA (March 13, 14, & 15, 2016)	\$153/night x 3 nights	\$459.00
3: Roundtrip Flight: Pittsburgh, PA-San Diego, CA (searched on Expedia)	\$421	\$421.00
4: M&IE (Meals and Incidental Expenses or per diem) for San Diego: \$64/full day and \$48 (75%) on travel days (first and last day) from GSA Website	\$64/full day x 2 days	\$128.00
	\$48/travel day x 2 days	\$96.00
5: PIT Airport Parking – Extended Lot	\$8/day x 4 days	\$32.00
6: Mileage to/from airport in personal car from WVU to PIT Airport: 79 miles one way (per Bing Maps) and 158 miles roundtrip @ \$0.54/mile (see GSA Website)	158 miles x \$0.54/mile	\$85.32
Projected Total Cost of Attendance		\$1,326.32
Amount of Support Obtained from Other Sources: Eberly College of Arts and Sciences Academic Enrichment Program		-\$600.00
Amount of Support Needed		\$726.32

As shown by the projected budget, \$726.32 is still needed to support my attendance and research presentation (scheduled for Tuesday March 15, 2016 at 1:30 PM) at the 251st ACS National Meeting in San Diego, CA. Herein, I am applying for \$500 in travel support funds from the WVU Office of Undergraduate Research. My faculty research adviser has agreed to cover the remainder of costs associated with my conference attendance and presentation. The remaining costs are estimated at \$226.32.

NOTE –

What travel receipts should you keep? Original receipts for airfare, lodging, registration fees, rental vehicles, gasoline, parking, baggage fees, etc. Also, for use of personal vehicle write down beginning and ending mileage.

Reimbursable Travel Expenses Include: airfare, lodging, rental vehicle, fuel for rental vehicle, baggage, meals (but in the form of per diem), mileage for use of personal vehicle, parking, tolls, & taxis.

Non-reimbursable Travel Expenses Include: personal phone calls, laundry fees, personal flight or baggage insurance, alcohol, & personal entertainment expenses (room service, movie, etc.)

Meals provided at the conference/meeting (i.e., as an inherent part of the registration fee) would reduce the per diem amount for the days meals are provided.

Travel support is provided by the West Virginia University Office of the Provost. Students who are awarded travel support should be willing, upon request, to share their experience (via short interview, letter, etc.) and how support from this program contributed to their research and overall undergraduate experience. However, the award process is not dependent on the student's willingness to share his/her experience.

OUR Travel Support: Student Application Request

Applicant's name: _____
Last First

Student ID #: _____ Rank: FR SO JR SR
(circle one)

Major: _____ Cumulative GPA: _____

Mailing Address: _____
Street Address

City State Postal/Zipcode

WVU Email: _____ Phone: _____
(###)###-####

Name of activity for which you are seeking travel funding: _____

Starting Date of Activity: _____ End Date of Activity: _____

Faculty Research Adviser's Name: _____

Faculty Adviser's College: _____ & Department _____

Is this activity required for your degree? (circle one) YES or NO

Are you receiving course credit for this activity? (circle one) YES or NO

Will you receive funding from another department or unit for this activity? (circle one) YES or NO

If so, from which department or unit? _____ and in what amount? _____

Projected Total Cost of Activity: _____

Funding Support Request from OUR for Activity: _____

Applicant's Signature: _____ Date: _____

By signing, I certify that the above information is correct to the best of my knowledge. I understand that the OUR Travel Support Program is a reimbursement program and original receipts must be provided for reimbursement. In addition, the timeline for reimbursement could take up to two months.

*****Please note that this application, cover letter, accepted abstract, and faculty research adviser recommendation letter must be submitted at least three weeks prior to the activity for full and timely consideration.**