TTUAB CONFERENCE TRAVEL FUNDING

WHO IS ELIGIBLE?

REQUIREMENTS FOR ELIGIBILITY.—To be eligible for travel funding, TTUAB Members must have met the requirements of full membership. There are two (2) main components to full membership: membership dues and in-service activities. Fulfilling these requirements will make TTUAB Members eligible for base level funding. Additionally, only Full Members attending meetings in either the role of presenter or as an officer of a professional organization (including committee member) shall be eligible for travel funding. However, first (1st)-year graduate students that are Full Members may request travel funding for their first (1st) conference without fulfilling the presentation or officer requirements. Exceptions may be made upon approval by the Executive Council.

BASE-LEVEL FUNDING.—Each Member must participate in a minimum of four (4) hours of in-service activities each semester to be eligible for base level. Two (2) hours of in-service activities each semester must be lab-kit sales. Additional in-service hours may include: committee membership, seminar food, and lab manual sales. The current base level funding is $350.00.

ADDITIONAL FUNDING.— Additional travel funding can be obtained through community-service activities. Members may complete four (4) hours per academic year of approved community-service activities in order to receive additional travel funding. Only Full Members will be eligible for this additional travel funding. Community-service hours may include: Arbor Day, cancer walks, can-food drive, science-fair judging, Take a Kid to the Game, Toys for Tots, TTUAB Plastic Recycling Program, or any other pre-approved activity. For each additional community-service hour, TTUAB Members will receive $50/hour ($200 maximum). To apply for these additional funds, TTUAB Members must complete a TTUAB Community-Service Form (go to http://www.biol.ttu.edu/tttuab) and submit the form to the TTUAB Secretary. Community-service activities will not be applied to the in-service requirements of Members.

INSTRUCTIONS FOR APPLICATION

BEFORE CONFERENCE.—To apply for funding, TTUAB Members must complete the TTUAB Travel Request Form (both electronic and hard copies are encouraged) and submit the form to the TTUAB Vice President. Completed TTUAB Travel Request Forms can be placed in the Vice President’s mailbox in the graduate lounge or be given directly to that individual. This form MUST be submitted 1-MONTH prior to departure. Application within the 1-month window CANNOT be processed. A Departmental Travel Application also will be required upon receiving approval (go to http://www.biol.ttu.edu/default.aspx). The Department Travel Application must be submitted to the Department travel secretary (Nancy Hubbard) to finalize the process.

AFTER CONFERENCE.—Within 5 days of your scheduled return date (as written on your travel request), your original receipts, as well as a Department Travel Voucher (go to http://www.biol.ttu.edu/default.aspx), must be submitted to the Department travel secretary (Nancy Hubbard) to complete your request. Please make two (2) photocopies of your original
receipts (1 for your personal record and 1 for the Vice President) prior to submission. Your receipts MUST be itemized. Email confirmations (all pages) may be used as an original receipt from an airline; however, hotel receipts must be the receipt received during checkout showing a zero (0) balance. When copying and delivering your receipts, please tape your original receipts to 8½x11 piece of paper and organize your receipts by category (e.g., airfare, food, gas, hotel, registration, etc.) and in chronological order.

**WHAT CAN BE REIMBURSED?**

**GUIDELINES.**—Travel guidelines will follow all rules set forth by the Department and University (see http://www.depts.ttu.edu/baff/travel/). Please contact the Vice President for any questions.

**EXAMPLES OF REIMBURSABLE ITEMS.** — The following items can be reimbursed through TTUAB: plane tickets, meeting registration, lodging, rental car, food, and drinks (except alcohol). No reservations for plane tickets or hotels can be made through online travel sites (e.g., Expedia, Travelocity, Orbitz, etc.). Please keep in mind that all original receipts for purchases and a boarding pass for flights must be kept for reimbursement.

**EXAMPLES OF NON-REIMBURSABLE ITEMS.** — In general, anything that can be considered personal or not meeting/business related (e.g., alcohol, souvenirs, personal phone calls, entertainment, clothing, etc.) CANNOT be reimbursed.

**FYI**

Members who receive travel funding from the Association may only use this as a reimbursement for travel and attendance expenditures for scientific meetings.

Graduate School and Departmental funds need to be secured prior to applying for TTUAB funds to ensure ease and adequate time of reimbursement.

Travel funds may be dispersed prior to completion of in-service and/or community-service requirements (e.g., during the Fall semester or early part of the Spring semester). However, if in-service and community-service requirements are not met upon completion of the fiscal year, the Member will be ineligible for any future Association funding until these requirements are fulfilled or until repayment.

If you receive an award or have any pictures from the conference, we would like to post this information on the website. Please email anything you would like to share to the Vice President.

**ANY QUESTIONS??**

If you have any questions about the eligibility or procedures of applying for TTUAB conference travel funding, please contact the Vice President, Emma K. Roberts (emma.k.roberts@ttu.edu or at BIOL 605E).
TTUAB TRAVEL REQUEST FORM

Name: ___________________________________ Application Date: __________________________

CONTACT INFORMATION

Email: ___________________________________ Phone Number: ____________________________
Advisor Name: ___________________________ Advisor Number: __________________________
Emergency Contact: ______________________ Contact Number: _________________________

CONFERENCE INFORMATION

Conference Name: ________________________________________________________________
Conference Location: ______________________________________________________________
Date Leaving: ___________________________ Date Returning: _____________________________
Are you presenting a paper or poster (yes/no)? ____________
Title of Presentation: ______________________________________________________________
Are you an officer of the professional organization (including committee member) (yes/no)? ____________
Are you a first-year graduate student (yes/no)? ____________

ESTIMATED TRAVEL COSTS

Instructions: Please indicate the estimated cost of each item and place a zero (0) for items not applicable.

I. Registration: ____________
II. Transportation
   a. Personal Vehicle (no mileage; total fuel receipts only): ____________
   b. Public Transportation (airline ticket, rental car, taxi, etc.)
      i. Airline Ticket: ____________
      ii. Rental Car: ____________days @ ____________per day = ____________
      iii. Shuttle/Taxi: ____________
      iv. Other: ____________
   c. University Vehicle (no reimbursement if paid by a Department): ____________
III. Lodging (per diem): ____________days @ ____________per night = ____________
IV. Meals (per diem): ____________days @ ____________per day = ____________
V. Other: ____________
VI. Total Estimated Cost: ____________

Are you requesting funding from another student society (yes/no)? ____________ Which one? ____________
Are you requesting funding from a Department (yes/no)? ____________ Which one? ____________
Are you requesting funding from the Graduate School (yes/no)? ____________
Are you requesting a cash advance (yes/no)? ____________

TOTAL REQUESTED FROM TTUAB: ____________

FOR OFFICE USE ONLY

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<th>Dues Paid (yes/no; amount owed)?</th>
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<td>Eligible for Funds (yes/no)?</td>
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