Undergraduate Travel Funding Guide

TrUE: Center for Transformative Undergraduate Experiences

TrUE provides travel funding to undergraduate students to offset costs associated with presenting at a professional conference.

Prior to travel

Pre-Travel Meeting
Once a student receives written notification that they have been approved for TrUE Undergraduate Travel Funding, they will be required to meet with TrUE’s Administrator for Undergraduate Research to go over important details about the travel funding process. Confirmation of the student’s acceptance to present at the proposed conference must be provided during this meeting.

Conference Registration
Students may ask that their conference registration be paid for using their home department’s purchasing card or they may use their personal credit/debit card. Students using a personal credit/debit card should email (or print and submit) confirmation of conference registration to the individual who is preparing documents for the travel application.

Travel Application
The student must work with the contact in their home department to ensure that a TTU travel application is created. The student should inform the individual preparing the travel application of all sources of funding. Only one travel application should be completed for student travel.

Hotel
Reimbursement for lodging expenses are allowed one day before and one day after official business begins (if necessary to arrive on time for meetings). Maximum rates for lodging are posted on the travel website. Students may exceed this amount if they reserve a hotel room in the conference hotel. Documentation (e.g. conference brochure) indicating the chosen hotel was a conference hotel will be required. Students should print receipts and conference hotel documentation and submit or email those to the individual who is preparing documents for the travel application.

Flight
Students may use any airline they choose, but should research for the best rate. Students will not be reimbursed for upgrades, including: First Class, Business Class, Early Bird fees, Extra Leg room charges, or Travel Insurance. Students should forward or print email confirmation and submit to the individual who is preparing documents for the travel application.

Automobiles
Students may travel by car if there are circumstances that would require this or make travel less expensive than airline travel. Cost comparison documentation is required.
During travel

Students should obtain and keep original itemized receipts for all expenses incurred during travel. Without original itemized receipts, the student may not be reimbursed.

Transportation:

Flight expenses
Students may check up to two bags and be reimbursed for their expenses. Itemized receipts are required. Students will not be reimbursed for upgrades, including: First Class, Business Class, Early Bird fees, Extra Leg room charges, or Travel Insurance.

Taxi/Uber/Shuttle
Students may utilize a taxi, uber, or shuttle for transportation from the airport to their hotel and/or hotel to the airport. Tips (up to 20%) can be reimbursed. Outside of transportation from airport to hotel/hotel to airport, a student that has booked with the conference/event hotel should have minimal need for transportation during their trip.

Students should obtain an itemized receipt for all transportation expenses.

Hotel:

Reimbursement for lodging expenses are allowed one day before and one day after official business begins (if necessary to arrive on time for meetings). For hotels located in the state of Texas, students must ensure that state taxes are not applied to hotel expenses. Students should obtain and complete a Texas Hotel Occupancy Tax Exemption Certificate form (available on travel website) and present the completed form to the hotel at check in. Allowable hotel expenses include nightly room rate and taxes (outside the state of Texas) and Internet fees (as needed). Students are responsible for any additional expenses on the hotel bill (e.g. room upgrades, bottled water, movie rental, etc.).

Students must obtain a zero balance receipt at checkout from the hotel. Students should double check that no state taxes appear on the bill at check out if the hotel is located in the state of Texas. Students will not be reimbursed for state taxes on lodging expenses in the state of Texas.

After travel

Post-Travel Meeting
Students who were awarded and used TrUE travel funding must meet with TrUE’s Administrator for Undergraduate Research upon their return to complete the reimbursement process.

Travel Voucher

Upon return to campus, students must submit original receipts and supporting documentation to their home department’s contact who will be completing the travel voucher (typically the same individual who processed the travel application). Receipts and documentation should be submitted within five business days.

Once the voucher has been processed, the student will need to review and sign the voucher on the travel system before a reimbursement will be processed.
Direct Deposit

Once a voucher has been approved by TTU Travel Services, students who have signed up for direct deposit with TTU Student Business Services will automatically receive travel reimbursement through direct deposit to the account designated. Students who have not signed up for direct deposit with TTU Student Business Services may do so prior to their trip. Students without direct deposit will be issued a reimbursement check by Travel Services once their voucher has been approved.

Presentation Obligation

Funded applicants must present their scholarly work during the annual TTU Undergraduate Research Conference (URC) that occurs in the spring semester following their travel.* If the student receives their funding notification after the current year’s URC abstract submission deadline they will have the option to present at the URC occurring the following spring, given they have not already submitted an abstract for the current year’s URC. This information can be found on the main conference webpage http://www.true.ttu.edu/ConferenceHome/index.php

*December Graduate Exception

December graduates will have an additional option to fulfill the funding’s URC presentation requirement as it may not be possible for them to return to campus to present during the TTU Undergraduate Research Conference the following spring semester. If the student chooses, they may submit a reflective paper in lieu of presenting at the URC that occurs in the following spring semester. The reflective paper must be 300-500 words discussing how the undergraduate research experience and presenting at a professional conference has impacted the student’s academic career and future educational or employment plans.

☐ I have read and understand the guidelines outlined in the Undergraduate Travel Funding Guide above.

____________________________  ______________________________
Student Full Name                  Date