TrUE: Center for Transformative Undergraduate Experiences

TrUE provides travel funding to undergraduate students to offset costs associated with presenting at a professional conference. To be eligible to receive funding, students must be presenting scholarship at a professional conference in either a poster, paper, or oral presentation format.

TrUE travel funding may be used for ONLY the following in any combination, up to the funded amount: conference registration fees, airfare (or fuel expenses if driving), public transportation to/from conference airport, and lodging.

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 and Business Coordinator prior to travel to go over important details about the travel funding process and complete all necessary pre-travel paperwork.

Conference Registration
Students may ask that their conference registration be paid for using TrUE’s departmental 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 (usually TrUE’s Business Coordinator).

Travel Application
Confirmation of the student’s acceptance to present at the proposed conference must be provided before a TTU travel application will be completed. Once the student provides TrUE with hotel and flight documentation, a TTU travel application will be created. Regardless of the number of funding sources, only one travel application should be completed for student travel. In most cases, TrUE will create the travel application for students awarded travel funding. In some instances, a faculty/staff member in the student’s department or other university office providing funding may create a travel application. To process the travel application, the Business Coordinator will need receipts/confirmation pages for booked hotel and flight.

Hotel
Students should reserve a hotel room using their personal credit/debit card. 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 (usually TrUE’s Business Coordinator).

**Flight**
Students will book flights using their personal credit/debit card. 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 (usually TrUE’s Business Coordinator).

**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. Students requesting to travel by car should notify TrUE’s Administrator for Undergraduate Research such that prior approval can be obtained from TrUE’s Director.

**Personal vehicle**
Students may use their personal credit/debit card for fuel expenses as long as itemized receipts are retained. Student will be reimbursed for gas expenses incurred during the trip as long as itemized receipts are retained.

**During travel**
Students should obtain and keep original itemized receipts for all expenses incurred during travel. Without original itemized receipts, the student will 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. Should an event require additional transportation, a taxi/uber may be taken with prior approval from TrUE’s Director.

Students should obtain an itemized receipt for all transportation expenses.

**Hotel:**
Students may use their personal credit/debit card to cover hotel expenses. 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 and Business Coordinator upon their return to complete the reimbursement process.

**Travel Voucher**

Upon return to campus, students should submit all itemized receipts and documentation to the individual who is preparing documents for the travel voucher (usually TrUE’s Business Coordinator). 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**

You will be obligated to present your scholarly work during the annual TTU Undergraduate Research Conference (URC) that occurs in the spring semester following your travel.*

Please be advised that, should you receive an award notification prior to the abstract submission deadline for the current year’s TTU URC, you will still be required to present your work there. Because of this, you should make plans to submit your abstract by the for the current year’s URC abstract submission deadline. You may find this information on the main conference webpage http://www.true.ttu.edu/ConferenceHome/index.php
If you receive your funding notification after the current year’s URC abstract submission deadline you will have the option to present at the following year’s URC, given you have not already submitted your abstract for the current year.

*December Graduation 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 at the TTU Undergraduate Research Conference the following spring semester. If you choose, you 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 your undergraduate research experience and presenting at a professional conference has impacted your 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