

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/ttuab>) 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			
Dues Paid (yes/no; amount owed)?		In-Service Hours (8 required):	
Community-Service Hours:		Eligible for Funds (yes/no)?	
Total Previous Requests:		Total Funds Available:	
Account Name:		Account Number:	
Receipts Date:		Receipts Total:	
Travel Owed:		Conference awards?	
Conference pictures?		Request completed (yes/no)?	

