



# California University of Pennsylvania

---

## **POLICY: Student Travel Fund**

### **A. Purpose & Scope**

The Cal U Center for Undergraduate Research offers some support to students incurring expenses while traveling to professional meetings, conferences, and/or functions where students will be making presentations, performing, or exhibiting the results or outcomes of their research, scholarship or creative activities. This support is intended to provide students with the opportunity to become more involved with a broader collection of professionals and peers in their chosen fields of study. Such experiences contribute to the scholarly development of the individual student as well as the entire Cal U community.

### **B. Definitions**

### **C. Policy**

Students applying for travel funding must be in good academic standing, be currently registered in a degree program at Cal U, and are required to be actively involved in the proceedings of the conference, meeting, performance, or exhibition they are planning to attend. Active participation includes making oral presentations, presenting posters, participating on panels, and performing or exhibiting of an artistic composition.

Students of all majors are eligible for funding but students are eligible for only one award from this fund each year. Funds may support registration, travel, hotel, and food costs. Please note that the funds available are limited and, when depleted, no additional trips can be supported for that academic year. Applications will be evaluated on a first-come, first-served basis. Under no circumstances will funds be awarded retroactively – applications for funds must be received at least five (5) weeks in advance of planned travel. All travel and travel preparations must adhere to the California University Travel Policy.

Cost sharing of travel expenses with other funding sources is looked upon favorably, but is not required in order to apply for funds. Suggested sources of cost sharing are departmental funds, FPDC funds, college funds (through the dean), university funds (through the provost), and personal funds (out of pocket contributions to travel that will not be reimbursed).

Travel grants also may be sought for group travel - when two or more students are traveling to, and presenting at, the same event. *Application for group travel must be completed and submitted by a faculty sponsor.*

### **D. Procedure**

1. All applications requesting travel funds should be submitted by e-mail to the director of the Center for Undergraduate research at [CUR@calu.edu](mailto:CUR@calu.edu).

2. Applications should be submitted at least five (5) weeks prior to the planned travel.
3. Applications will be reviewed by at least three members of the Undergraduate Research Advisory Council (URAC), at least one of which will be a member of the college/school most aligned with the event to which travel funding is sought.
4. A decision on the application will usually be rendered within one week of receipt of the application.
5. Incomplete applications or applications submitted after the five-week advance deadline may not be reviewed.
6. Failure to comply with any of the conditions set forth in this policy or associated documents (application form(s), reimbursement form, project summary form) may impact funding.
7. Once an application has been approved, funds may be utilized up to the requested total amount as follows:
  - Students are expected to exercise good stewardship of funds when traveling for the conference/event. Any expenditure not allowed by the California University Travel Policy will be the responsibility of the student.
  - If specific invoices for advanced purchase costs associated with the travel (such as conference registration, hotel room, rental car, etc.) can be produced far enough in advance (typically 3 to 4 weeks) it may be possible for these to be paid in advance by the Cal U Purchasing Department.
  - Expenses incurred for meals and other incidentals that were included in the application (auto mileage, tolls, parking, etc.) as well as conference registration, airline tickets, hotel room, etc. that were paid directly by the student will be reimbursed to the student upon submission of a completed reimbursement form accompanied by original receipts.
8. Students who receive travel funds from the Center for Undergraduate Research are expected to:
  - Acknowledge the Cal U Center for Undergraduate Research for travel support when presenting.
  - Recognize that for the duration of the travel associated with the event, they are representatives of Cal U and should at all times conduct themselves in a professional manner that reflects favorably on Cal U.
  - Submit receipts and a completed reimbursement form no later than 15 days of return from the event.
  - Complete and submit a Student Project Summary within 15 days of return from the event.
  - Present their work at the next possible Cal U campus-wide student research event.
9. All requests for reimbursement must be submitted no later than 15 days after return from the event. Under no circumstances will reimbursement be made if receipts and a reimbursement form are not submitted within 60 days of return from the event.

**E. Effective date:** December 8, 2014