

## Funding Opportunity for College of Arts & Sciences Students

### Undergraduate Conference Presentation Travel Funds

- Students may apply for Undergraduate Conference Travel funding one time per academic year when they are traveling to present their research at an off-campus conference for up to \$150 in travel, membership, and registration funding.
- Funds must be awarded and claimed within the same academic year in which the expenses are incurred.
- Students will use the Undergraduate Research Funds Request Online Form to request Conference Travel funding (instructions for completing the form are provided on the next page).
- School administrative assistants will help to answer questions and accept paperwork from students for reimbursement payment processing (\*see below for contact information).

#### **Detailed guidelines below identify allowable expenses as well as reimbursement procedures:**

- Funds may be used for conference registration fee, membership fee in order to present, hotel or lodging, and/or transportation expenses. Funds will not be provided to cover meals or per diem expense.
- Mileage reimbursement is only available for use of your own personal vehicle, i.e. you can't request mileage reimbursement for a third party. The current mileage rate is provided on the Travel Expense Report (see link provided below). Specific information about the number of miles traveled, where the trip originated, the destination, when you traveled (dates) to the conference. Please provide names of individuals who travel with you.
- Airfare: Coach seating is required. Comfort seating requires prior-approval before making the purchase (contact Jeane Canon; jeane@pacificu.edu for assistance). Airfare receipt must include passenger's name, itinerary, description of fees, payment source, and all pages that were printed must be presented with reimbursement request (i.e. if "1 of 4" is reflected at the bottom, provide all four pages).
- **Most travel insurance is not reimbursed by the University.** Students who purchase travel insurance when purchasing their airfare will not be reimbursed that portion of the expense.
- Please note that if receipts are smaller than 8 ½" x 5 ½", please tape them to a letter size sheet of paper; take care not to put the tape on any printing on the receipt. Photocopies/scanned images of receipts may be accepted; please be sure all information is clearly identified (i.e. description of the purchase and your payment information). If you are missing a receipt, your reimbursement will be made only with sufficient alternative documentation. For instance, you must turn in the canceled/paid check or information provided with online banking (view of front & back with processing information) of the canceled/paid check. Bank statements alone will not be accepted as proof of payment. Please note that canceled/paid checks or printouts from online banking without supporting documentation will not be accepted.
- When using credit cards for payment, it is required that you have itemized credit card receipts. Please note that itemized receipts are different from a credit card verification receipt. If you are unable to get an itemized receipt (such as in the event of a conference registration) please attach a copy of the detailed registration form and your credit card statement. You cannot under any circumstances be reimbursed for hotel bills by simply turning in your credit card statements. You must have the hotel invoice with detailed charges (the hotel can provide you with a duplicate receipt, if necessary).
- Each student is responsible for their own expenses and must present individual receipts for reimbursement (i.e. do not pay someone else to cover your share of an expense).

- **Download** and complete a [Travel Expense Report](#) when turning in receipts to your school administrative assistant\* for expenses related to your conference travel.

\*School of Arts & Humanities: Windy Stein, Bates House

\*School of Natural Sciences: Vicki McGee, Price Hall, Rm 102

\*School of Social Sciences: Jaye Cee Whitehead, jayecee@pacificu.edu

## **How to apply using the Undergraduate Conference Travel Funds Request Form**

**INFORMATION students will need in order to complete the online request for funding proposal (RFP):**

**Faculty Advisor** (person familiar with your funding request)

**Project/Research Title** (working title is fine, or you may provide one or two sentences)

**Brief Project/Presentation Description** (a short description with a few sentences is fine)

**Conference Travel Budget Information** (students will have the following categories available to complete a description of items and a total dollar amount for each category... if multiple items are listed in a category, it would be helpful to list the cost/item)

- Conference Name
- Event Host
- Location
- Date Begins and Ends (need both dates)
- Registration Fees
- Airfare
- Mileage driving own vehicle (# of miles round trip)
- Name of others sharing rides
- Public transportation (keep all receipts)
- Other related expense (please describe)

### **SUBMIT your request for funding proposal (RFP)**

When the student presses "Submit" after completing the online form, the student will receive an email with all of the information that was provided in the RFP. Jeane Canon will send you an email with your allocation award information and your advisor will be included in the communication.

## **[<Link for Undergraduate Conference Travel Funds Request Form>](#)**

Contact Jeane Canon if you have questions in completing this online application: 503-352-2268 or jeane@pacificu.edu

*\*To locate the link for the Undergraduate Research Funds Request Online Form, follow these instructions:*

- *clicking on the words "Policies & Forms" at the very bottom of any Pacific University webpage (in the center of the black margin, under the heading HELPFUL INFORMATION)*
- *click on "All Policies & Forms", then select "Form" for TYPE and enter "Undergraduate" for a keyword. The results will include the Undergraduate Research Conference Travel Funds Request Form. The link will take you to a document that explains each type of funding criteria; within that document is a link to the funding application online form.*