Undergraduate Conference Presentation Travel Funds
For College of Arts & Sciences Students

- CAS students may apply for Undergraduate Conference Travel funding each time they are traveling to present their research at a conference not funded through other grants.
- Any CAS student accepted to present his/her research at an off-campus conference may apply for up to $150 in travel and registration funding.
- Funds must be awarded and claimed within the same academic year in which the expenses are incurred.
- School administrative assistants will help to answer questions and accept paperwork from students for payment processing* (see below for contact information).

A. READ the detailed guidelines below that identify allowable expenses as well as reimbursement procedures:

- To apply for funding a student must complete their request for funding proposal (RFP) online. It may be submitted in the fall (due by the first Monday in November) or spring (due by the first Monday in March). Applications may also be submitted outside of these funding timeframes.
- Funds will not be provided for the purchase of materials that can be accessed through libraries.
- Funds will not be provided for meals and per diem expense.
- All tangible items for which you are reimbursed remain the property of Pacific University.
- 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 Reimbursement Request Form (see link provided below). Specific information about the number of miles traveled, where the trip originated, the destination, when you traveled (dates) and how it relates to your project are required for reimbursement.
- To claim multiple trips, you need to keep a daily log for reimbursement with each leg of the trip listed on your log (roundtrip = 2 entries). 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).
- Please note that original receipts are required; photocopies will not be accepted. Tape receipts smaller than 8 ½” x 5 ½” to a letter size sheet of paper; take care not to put the tape on any printing on the receipt. The receipts may overlap (like a ladder) provided a portion of the receipt on the bottom is visible. If you lack a receipt, reimbursement will be made only with sufficient alternative documentation. For instance, you must turn in the original canceled check or information provided with online banking (view of front & back with processing information) of the canceled check. Bank statements alone will not be accepted as proof of payment. Canceled checks 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 original detailed registration form and your original 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 original hotel invoice with detailed charges.
- Each student is responsible for his/her own expenses and must present individual receipts for reimbursement (i.e. do not pay someone else to cover your share of an expense).
- Complete a Reimbursement Request Form when turning in original receipts to your school administrative assistant* for expenses related to your capstone project. Instructions for completing the Reimbursement Request Form are also available using the link above.

*School of Arts & Humanities: Windy Stein, Bates House
*School of Natural Sciences: Patty Larkins, Price Hall, Rm 102
*School of Social Sciences: Rebekah Andrade, Marsh Hall, Rm 218

B. EMAIL your advisor with funding criteria below to obtain their approval:

- Include in your email communication the following information:
  - research title, or working title if it hasn't yet been determined
  - short description of your research (150 words or less)
  - list of your itemized expenses and all funding sources
  - ask your advisor to approve your funding proposal request description and budget and confirm that you will be presenting your research at the off-campus conference
- Save the complete email communication (including both the email you sent your advisor and their email authorization response) into a pdf to upload when you complete the funding application online.

C. SUBMIT your funding request proposal online and upload the pdf of your advisor's authorization.

Students who apply for funds will be contacted via email within ten days of RFP due date (or from receipt date if submitted at another time during the year).

<Link to Undergraduate Conference Travel Funds Request Form>

- Either Firefox or Chrome are recommended if you experience problems using Internet Explorer when submitting your application.
- If you would like assistance saving the email to a pdf, contact the Technology Help Desk: 503-352-1500 or help@pacificu.edu
- Contact Jeane Canon if you have questions in completing this online application: 503-352-2268 or jeane@pacificu.edu

Note: Students who will be presenting their senior capstone research at an off-campus conference also have the option of applying some or all of their senior capstone funding allocation to such a conference. The undergraduate conference presentation funding application provides a box to check if the student will be presenting senior capstone research and wishes to apply some or all of their capstone research award* toward conference expenses, for a maximum possible allocation of $300.

*completing separate applications is required to receive both types of awards.

You’ll find information and the link for both forms by 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 > you should have two results: Undergraduate Research Capstone Project Request and Undergraduate Research Conference Travel Funds Request. Both links will take you to the appropriate document that explains each type of funding criteria; within each document is a link to the specific funding application online form.

10/10/2018