

College of Arts and Sciences Guidelines for Support of Undergraduate Student Travel

The guidelines for College sponsorship of undergraduate student travel are outlined below. The goal is to allocate resources to ensure support for the undergraduate student and to enhance the reputation of the department, the College and the University.

In submitting material for travel support, the undergraduate student agrees to assist the College, Office of the Provost, Enrollment Management, Public Relations or other assigned unit in promoting and communicating the work as needed. The undergraduate student will make himself or herself available for interviews as requested by the Office of Public Relations.

Conditions for Travel Support. The College will consider up to 1/2 support of the total cost of undergraduate student travel if the following conditions are met:

- 1) The person being supported is an undergraduate student with a major in the College.
- 2) The home department has made a commitment to cost share the travel request.
- 3) The requested travel is for the purpose of presenting a competitively selected paper/poster, or of responding to an invitation for a major address, performance, or exhibit.
- 4) The undergraduate student has submitted the Travel Request Form and the following support documents:
 - a. Information on the conference/meeting (electronic copy preferred)
 - b. Evidence of competitive selection (electronic copy preferred)
 - c. An electronic copy of the abstract of the paper

Financial Limitations. The College's support for an individual's trip is limited to a maximum of \$500. There is no annual limit per undergraduate student.

Prior to Travel. Requests for travel support should be completed prior to the conference travel in order to ensure that funding to support the travel will be available.

Upon Completion of Travel. A copy of the University Travel Expense Report should be submitted to the CAS Office of Budget and Operations, along with an electronic copy of the paper.

Transfer of Funds. When all documents have been submitted to the Office of Budget and Operations, the College will transfer the travel support funds to the department.

For special requests and exceptions to this policy, please contact the Director of the Office of Budget and Operations.