Student Travel Guidelines and Regulations

Students are eligible to apply for funds for travel to conferences/events where they will present or perform results of their research or creative activity that was undertaken as part of a Furman academic endeavor such as a summer research project or a project in an academic course. Students may apply to be considered to receive funding from the Office of Undergraduate Research and Internships for only ONE trip, with a maximum award of $1000, per academic year. Students are urged to talk with faculty mentors to determine the most appropriate conference in which to participate. Funding priority is given to conferences in the student’s discipline. General student research conferences, such as NCUR, will not be eligible for funding.

Application Process
A minimum of four weeks prior to the conference date, request a meeting with Dr. Tim Fehler, Director of Undergraduate Research and Internships, at timothy.fehler@furman.edu and submit the following documentation:
The following application (The application must be complete and have all applicable signatures.)
1. A signed and witnessed copy of the Furman University “Consent, General Release, and Indemnity Agreement” (If international travel is involved, request the international version of that form.)
2. An abstract of presentation (This may be emailed to studenttravel@furman.edu.)
3. A copy of acceptance letter or e-mail (This may be forwarded to studenttravel@furman.edu.)

NOTE: All documents must be received before funding will be approved.

Post Travel
Within one week of return, submit the following documentation to the URI office:
1. Receipts
   a. Conference Registration (This can be emailed if it was originally sent electronically.)
   b. Lodging (Receipt is required even if it was paid for by URI or other department.)
   c. Airline Travel (If using e-ticket, a copy of the itinerary that includes the price of the ticket is required. If airline expenses were paid for by the URI department, the receipt is not required.)
   d. Local transportation charges to/from airport
   e. Parking (Airport parking is reimbursed at the economy rate only.)

2. Post Conference Report
   a. See back page of application for questions that should be addressed in report.

3. Other Documentation
   a. A copy of the program or ‘schedule-at-a-glance’ from the conference which shows the agenda or meeting schedule
   b. The number of airline miles or miles driven (If applicable.)

After submitting receipts and other documentation, the URI office will complete the University’s Travel Authorization Voucher. This form must be signed by the student before the URI office can submit it to the Office of Procurement and Travel for final documentation. It will also serve as a request for reimbursement for personal expenses. NOTE: A request for reimbursement will not be processed until ALL receipts and proper documentation are presented and the form is signed.
Important Information
1. Travel is prohibited to areas listed on the on the U. S. State Department Travel Warning List http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html or the OFAC sanction list http://ustreas.gov/offices/enforcement/ofac/programs/index.shtml.
2. The student will be responsible to ensure all travel arrangements (registration, hotel, flight or car rental, etc.) are made in a timely and most cost effective manner. If needed, arrangements for payment of airfare, lodging and registration expenses may be made through the academic or URI department. It will be the students’ responsibility to ask for assistance and supply all necessary information to the appropriate person in the department.
3. The student will be responsible for the cost of meals while at the conference/event. If the registration fee includes more than two meals, the student may be required to assume part of the cost of the registration.
4. Students are expected to share accommodations with other same-sex students who are attending the same conference/event up to the maximum number of individuals per room allowed by the facility. Any exceptions to this must be approved in advance.
5. Only the student who incurred an expense can request reimbursement. For example, only the student who drove his/her vehicle can be reimbursed for mileage, even though other students rode with him/her.
6. If driving a university-owned vehicle or a rental car, additional requirements must be met. Please confer with personnel in the Office of Undergraduate Research and Internships (URI).
7. The student will NOT receive funding for airline baggage fees and is encouraged to carry luggage on to the plane.
8. If awarded travel funds from an academic department, grant, AFS or any other organization, the student must indicate the expected amount on the budget. Reimbursement can only be made once for a specific expense. The student must notify the URI office if funding from another source is received AFTER this application is submitted.
9. In addition to the above, the student must abide by all regulations in University Policy 388.4 “Travel and Entertainment Policy,” although policies of the Office of Undergraduate Research and Internships may be more restrictive than those stated in Policy 388.4.
10. Reimbursement
    All reimbursements are processed through direct deposit. Therefore, you must have entered information for ACH/E-Check transmission, which will allow automatic deposit of reimbursements directly into your bank account. Follow the steps below to securely enter your banking information. Your banking information will be securely stored in an encrypted format on the University’s Network. This encryption complies with all current banking regulations and cannot be viewed by other system users.
    1. Log into WebAdvisor with your network user name and password
    2. Click on the non-payroll banking information
    3. Enter your routing number twice
    4. Enter your bank account information twice
    5. Pick the type of account it is from the drop down menu
    6. Click on the box that you have read and agree with the terms and conditions
    7. Click on the Submit button

FAILURE TO COMPLY with ANY of the guidelines and policies may make you ineligible for any further funding from the Office of Undergraduate Research and Internships.
**Application for Funds to Support Student Travel to Professional Conferences and Events**

Name as it appears on the ID you will use at the airport

Furman ID#__________________________  Gender: M   F  Date of Birth: month ___ day ___ year______

Email ________________________________  Cell Phone#__________________________

Faculty Sponsor ________________________________  Department ________________________________

Title of Paper or Presentation ________________________________

When was the research or creative activity conducted that resulted in this presentation?

Term(s) and year(s) and course title (if applicable) ________________________________

Title of that activity if different from presentation title above ________________________________

Conference/Event website URL ________________________________

Official Name of Conference/Event ________________________________

Location ________________________________

Date Departing: month ___ day ___ year 20___  Date Returning: month ___day ___ year 20___

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**Budget**

If you are eligible to receive funding for this conference through any other department, grant, or organization, you must apply that amount toward the total below even if you are notified of additional funding after this application has been submitted.

<table>
<thead>
<tr>
<th>Registration (NOTE: Only the lowest, early registration pricing will be funded. Sometime the lowest overall price will be to purchase a membership + member registration fee instead of the non-member registration fee.)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>How many meals are included in registration cost? ______</td>
<td></td>
</tr>
<tr>
<td>Which meals are included? ________________________________</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Travel (NOTE: Only the lowest airfare fees will be funded.)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Method of Travel: ________________________________</td>
<td></td>
</tr>
<tr>
<td>If driving personal vehicle: anticipated # of miles round trip (_____) x $.25 per mile</td>
<td></td>
</tr>
<tr>
<td>If flying: anticipated # of airline miles round trip (_____)</td>
<td>$</td>
</tr>
</tbody>
</table>

| Parking at conference site (Note: Only lowest parking fees available will be funded.) | $ |
| Parking at airport (Note: Only the lowest parking fees available will be funded. I.e. long term parking. Students must carpool when possible.) | $ |
| Travel from airport to/from conference site | $ |

| Lodging ($______) per night, including taxes ÷ (_____) # of people sharing room | $ |

| TOTAL COST OF TRIP | $ |

Less amount given from other organization, department or grant.

Name of Organization: ________________________________

- $ ________________________________

**TOTAL AMOUNT REQUESTED FROM URI** $
Please provide a statement describing the scope of this conference/event and the value of the student’s participation.  *(Note that the text size for longer statements will automatically adjust to fit in this space.)*

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**Faculty Sponsor Signature**

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**Department Chair**

- Do you endorse attendance to this conference/event?  
  Yes  
  No

- Are other students from your department planning to attend this conference/event?  
  Yes  
  No  
  If yes, total number: ______

- Will financial support be provided either by your department funds or through an external grant (such as HHMI)?  
  Yes  
  No  
  If yes, Funding Source: ____________________________  
  How much will be awarded? $__________  
  *(Please subtract this amount from budget on reverse.)*

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**Department Chair Signature**

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**Student**

*By submitting this application, I verify that all of the above information is true. I also acknowledge that I have received and read a copy of the Office of Undergraduate Research and Internships Student Travel Guidelines and Regulations and agree to abide by them. I will submit necessary receipts, copy of the conference program and any other required documentation (including the post-conference report) within one week after my return from the conference. I understand that in order to receive reimbursement for expenses, I must enter the required information ACH/E-Check transmission on WebAdvisor. If URI makes advanced payments, I will return all funds above the costs of the approved and documented expenditures. If I am eligible for or receive funds from a source other than URI for travel, I will notify URI. Failure to comply with any of the guidelines may result in my being ineligible for any further funding from the Office of Undergraduate Research and Internships.*

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**Student Signature**
I, the undersigned, hereby make application to Furman University (herein called "Furman") to participate in travel to an event which will take place in ________________________________ (location). The event will not include travel outside the United States and will take place between (month) ______ (day) _____, (year) 20 _____ and (month) ______ (day) _____, (year) 20 _____.

In consideration of the acceptance of such application and permission for the Participant to so participate, and for other valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the undersigned hereby jointly and severally agree to:

1. Release, discharge, exonerate and absolve Furman, its officers, trustees, instructors, employees, agents, representatives, successors and assigns from any and all responsibility for, and agree to indemnify each thereof against and hold them harmless from, any and all obligations, liabilities, claims, demands, costs and expense, including reasonable attorney's fees, arising out of or in any way connected, directly or indirectly, with any of the following:

   A. Any and all claims of whatever kind and nature for injury, loss, damage, accident, delay, irregularity, or expense arising from the use of any vehicle or service, strikes, war, weather, sickness, quarantine, government restrictions or regulations, or from any act of omission of any common carrier, airline, watercraft, railroad, or bus;

   B. Any intentional or unintentional injury or damage, whether or not resulting in death, to the Participant or the parents or guardian, whether caused by some third party or third person, or caused in whole or in part by the Participant, whether alone or together or in association with others, to any other person or persons;

   C. Any intentional or unintentional damage or injury to property, whether personal, real or mixed, owned or used by or in the custody or possession of the Participant, whether caused by some third party or third person, or caused in whole or in part by the Participant, whether alone or together with or in association with others;

   D. Any financial or other obligation incurred by the Participant during the study or travel program, including without limitation, obligations or liabilities incurred by the Participant in any country in which the study and/or travel program take place;

   E. The taking, processing, publishing or otherwise using of photographs of the Participant, either alone or with others, in any way deemed desirable by Furman in its sole discretion; Furman being hereby granted full permission to so take and use photographs of the Participant.

   F. The copying, publishing or otherwise using of all or a portion of the reflection paper or summary of the Participant, in any way deemed desirable by Furman in its sole discretion.

2. The undersigned Participant hereby consents and agrees not to sue or bring suits or equitable action of any kind against Furman University or any of its officers, trustees, instructors, employees, agents, representatives, successors and assigns for or in any matter covered by the foregoing consent, general release and indemnity agreement.

I, the undersigned, hereby certify that I have read any relevant literature for this program and agree without reservation to all the conditions of operation and deportment set forth therein. In WITNESS WHEREOF, the undersigned has hereunto affixed his/her respective signatures this ______ day of ______________________________, 20 _____.

Print name of Participant ______________________________ Signature of Participant ______________________________

Print name of Witness ______________________________ Signature of Witness ______________________________
Post-Conference Report

Office of Undergraduate Research and Internships

You may continue answers on the back of this sheet.

1. Describe how your presentation seemed to be received. (How big was the audience? What was the nature of the feedback? ...)

2. What were some of the more memorable questions or comments that you received?

3. Based on your experience, what would you change, add to, or remove from your presentation?

4. Describe two other presentations or conference activities that you attended.

5. What is your overall impression of this conference experience?