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 Center for Engaged Learning (CEL) 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.

Application Process
Submit the following documentation a minimum of four weeks prior to the conference date.
All documentation can be emailed (scan first if necessary) to studenttravel@furman.edu or delivered to the office in Trone 209.
1. The following application (The application must be complete and have all applicable signatures).
2. 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.)
3. An abstract of presentation
4. A copy of acceptance letter or e-mail (If it is an email, forward 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 CEL office:
1. Receipts
   a. Conference Registration (This can be emailed if it was originally sent to the student electronically.)
   b. Lodging (Receipt is required even if it was paid for by CEL 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 CEL 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 final 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 Center for Engaged Learning office will complete the necessary processes. NOTE: A request for reimbursement will not be processed or approved until ALL receipts and proper documentation are submitted.
Important Information

1. Travel is prohibited to countries on the U.S. State Department’s Travel Advisories List that are a Level 4 [https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html) or on the Office of Terrorism and Financial Intelligence Foreign Assists Control (OFAC) website. [http://ustreas.gov/offices/enforcement/ofac/programs/index.shtml](http://ustreas.gov/offices/enforcement/ofac/programs/index.shtml). Travel to Level 3 countries require approval in advance from the Vice President for Academic Affairs and Provost. Additional documentation may be required.

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. It is usually best for the arrangements for payment of airfare, lodging and registration expenses to be made through the Center for Engaged Learning or the academic department endorsing the student’s participation in the conference. It will be the students’ responsibility to initiate this process and supply all necessary information to the appropriate person.

3. The student will be responsible for the cost of meals while at the conference/event.

4. Students are expected to share accommodations with other same-gender 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 Center for Engaged Learning.

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 Center for Engaged Learning 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,” and follow the associated guidelines, posted here: [http://www.furman.edu/sites/travel/Pages/TravelEntertainmentPolicy.aspx](http://www.furman.edu/sites/travel/Pages/TravelEntertainmentPolicy.aspx) Policies of the Center for Engaged Learning Internships may be more restrictive than those stated in Policy 388.4.

10. Reimbursement:
All students will be reimbursed via direct deposit. **If you are a university employee**, you will need to request your own reimbursement through Workday. Please request the proper account numbers to charge your reimbursement by emailing studenttravel@furman.edu. **If you are NOT a university employee**, you must enter the required information 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 MyFurman with your network user name and password
   2. Under “Personal Information,” select” Direct Deposit (non-payroll)”
   3. Enter the information as requested.
   4. Click on the box that you have read and agree with the terms and conditions
   4. 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 Center for Engaged Learning.
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 ___________ University employee? _______________

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.

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Registration</strong> (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.)</td>
<td>$</td>
</tr>
<tr>
<td><strong>Travel</strong> (NOTE: Only the lowest airfare fees will be funded.)</td>
<td>$</td>
</tr>
<tr>
<td>Method of Travel: ________________________________</td>
<td>$</td>
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<tr>
<td>If driving personal vehicle: anticipated # of miles round trip (____) x $.50 per mile</td>
<td>$</td>
</tr>
<tr>
<td>If flying: anticipated # of airline miles round trip (____)</td>
<td>$</td>
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<tr>
<td><strong>Parking at conference site</strong> (Note: Only lowest parking fees available will be funded.)</td>
<td>$</td>
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<tr>
<td><strong>Parking at airport</strong> (NOTE: Only the lowest parking fees available will be funded. i.e. long term parking. Students must carpool when possible.)</td>
<td>$</td>
</tr>
<tr>
<td><strong>Travel from airport to/from conference site</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>Lodging</strong> ($ _<strong><strong><strong>) per night, with taxes x (</strong></strong>) number of nights ÷ (</strong>__) # of people sharing the room</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL COST OF TRIP</strong></td>
<td>$</td>
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<tr>
<td>Less amount given from other organization, department or grant.</td>
<td>$</td>
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<tr>
<td>Name of Organization: ________________________________</td>
<td>- $</td>
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<tr>
<td><strong>TOTAL AMOUNT REQUESTED FROM CEL</strong></td>
<td>$</td>
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Faculty Sponsor

By signing below, you confirm that the conference/event for which the student is applying is legitimate and merits funding. [Please note: the signature is an amendment effective 10-01-2019, i.e. the faculty sponsor need only sign to approve rather than write a description of the conference’s legitimacy.]

__________________________________
Faculty Sponsor Signature

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 Yes No
  If yes, Funding Source: ____________________________
  How much will be awarded? $__________
  (Please subtract this amount from budget on reverse.)

__________________________________
Department Chair Signature

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 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 on MyFurman. If CEL 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 CEL for travel, I will notify CEL. Failure to comply with any of the guidelines may result in my being ineligible for any further funding from the Center of Engaged Learning.

__________________________________
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

(Note: this report may be shared with the faculty member who sponsored your participation.
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?