TTUAB CONFERENCE TRAVEL FUNDING

WHO IS ELIGIBLE?

REQUIREMENTS FOR ELIGIBILITY. **—** To be eligible for travel funding, TTUAB members must have met the requirements of full membership. There are two (2) main components to full membership: membership dues and in-service/community activities. Fulfilling these requirements will make TTUAB members eligible for funding. Additionally, only full members attending meetings in either the role of presenter or as an officer of a professional organization (including committee member) shall be eligible for travel funding. However, first (1st)-year graduate students that are full members may request travel funding for their first (1st) conference without fulfilling the presentation or officer requirements. Exceptions may be made upon approval by the Executive Council.

BASE-LEVEL FUNDING. **—** Each member must participate in a minimum of four (4) hours of in-service activities each semester to be eligible for base level. Two (2) hours of in-service activities each semester must be lab-kit sales. Additional in-service hours may include: committee membership, seminar food, cardboard recycling, and lab manual sales. The current base level funding is $350.00.

ADDITIONAL FUNDING. **—** Additional travel funding can be obtained through community-service activities. Members may complete four (4) hours per academic year of approved community-service activities in order to receive additional travel funding. Only full members will be eligible for this additional travel funding. Community-service hours may include: Arbor Day, cancer walks, can-food drive, science-fair judging, Take a Kid to the Game, Toys for Tots, TTUAB Plastic Recycling Program, or any other pre-approved activity. For each additional community-service hour, TTUAB members will receive $50/hour ($200 maximum). To apply for these additional funds, TTUAB members must complete a *TTUAB Community-Service* form (go to https://www.depts.ttu.edu/biology/TTUAB/forms/) and submit the form to the TTUAB secretary. Community-service activities will not be applied to the in-service requirements of members.

INSTRUCTIONS FOR APPLICATION

BEFORE CONFERENCE. **—** To apply for funding, TTUAB members must complete the *TTUAB Travel Request* form (both electronic and hard copies are encouraged) and submit the form to the TTUAB secretary. Completed TTUAB Travel Request forms can be placed in the secretary's mailbox in the graduate lounge or be given directly to that individual. This form **MUST** be submitted **30 days** prior to departure. Applications submitted within the 30 day window **CANNOT** be processed.
A *Departmental Travel Application* is also required (go to http://www.depts.ttu.edu/biology/shared/forms.php).
If traveling outside of the U.S., a *Release and Indemnification Agreement* and an *Emergency Contact Information Release* forms are required (got to http://www.depts.ttu.edu/international/intlopr/intltravel.php).
All of the aforementioned forms must be submitted to the department (Rosa Testini) to finalize the process.

AFTER CONFERENCE. — Within **1 week** of your scheduled return date (as written on your travel request), your original receipts, as well as *a Department Travel Voucher* (go to http://www.depts.ttu.edu/biology/shared/forms.php) must be submitted to the department (Rosa Testini) to complete your request. Please make two (2) photocopies of your original receipts (one for your personal record and one for the secretary) prior to submission. Your receipts **MUST** be itemized. Email confirmations (all pages) may be used as an original receipt from an airline; however, hotel receipts must be the receipt received during checkout showing a zero (0) balance. When copying and delivering your receipts, please tape your original receipts to 8½x11 piece of paper and organize your receipts by category (e.g., airfare, food, gas, hotel, registration, etc.) and in chronological order. In addition to your receipts, fill out the *TTUAB Itemized budget document* *prior* to turning them in to the department. Alternatively, you can use the QR code below to **download** and edit the *Itemized budget excel document* on your phone. *An itinerary of your conference will also be required as part of your documents.*

Link to Itemized budget document

https://docs.google.com/spreadsheets/u/0/d/1kUYnZjJxxgBM2n-foJMyaEjujps2CyWI/htmlview

WHAT CAN BE REIMBURSED?

GUIDELINES. — Travel guidelines will follow all rules set forth by the department and University. Please contact the secretary for any questions.

EXAMPLES OF REIMBURSABLE ITEMS. — The following items can be reimbursed through TTUAB: plane tickets, meeting registration, lodging, rental car, food, and drinks (except alcohol). Please keep in mind that all original receipts for purchases must be kept for reimbursement.

EXAMPLES OF NON-REIMBURSABLE ITEMS. — In general, anything that can be considered personal or not meeting/business related (e.g., alcohol, souvenirs, personal phone calls, entertainment, clothing, etc.) CANNOT be reimbursed.

FYI

Members who receive travel funding from the Association may only use this as a reimbursement for travel and attendance expenditures for scientific meetings.

Graduate School and Departmental funds need to be secured prior to applying for TTUAB funds to ensure ease and adequate time of reimbursement.

Travel funds may be dispersed prior to completion of in-service and/or community-service requirements (e.g., during the Fall semester or early part of the Spring semester). However, if in-service and community-service requirements are not met upon completion of the fiscal year, the member will be ineligible for any future Association funding until these requirements are fulfilled or until repayment.

You can access some helpful travel links below which include tax exempt forms (if you are traveling within Texas), TTU rental car rates, and U.S. GSA Federal per diem Rates. (https://www.fiscal.ttuhsc.edu/travel2/Help/links.aspx)

If you receive an award or have any pictures from the conference, we would like to post this information on the website. Please email anything you would like to share to the secretary.

ANY QUESTIONS???

If you have any questions about the eligibility or procedures of applying for TTUAB conference travel funding, please contact the secretary at ttuabsecretary@gmail.com.

TTUAB TRAVEL REQUEST FORM

Name: _____ **Application Date:** _____

CONTACT INFORMATION

Email: _____ **Phone Number:** _____
Advisor Name: _____ **Advisor Number:** _____
Emergency Contact: _____ **Contact Number:** _____

CONFERENCE INFORMATION

Conference Name: _____ **Conference duration:** _____
Conference Location: _____
Is your travel international? Yes ⊗ No ○ (if you checked yes, please complete section VII of this form)
City departing: _____ **City returning:** _____
Date Leaving: _____ **Date Returning:** _____
Will you be taking a vacation before or after your conference? Yes ○ No ⊗ Dates: _____

Are you presenting your research? Yes ○ No ○
If so, in what format will you presenting? (circle one) Oral presentation   Poster presentation
Title of Presentation: _____

Are you an officer of the professional organization (including committee member)? Yes ○ No ⊗

Are you a first-year graduate student? Yes ○ No ⊗

ESTIMATED TRAVEL COSTS

Instructions: Please indicate the estimated cost of each item and place a zero (0) for items not applicable.

I. Registration: _____

II. Transportation

    a. Personal Vehicle (no mileage; total fuel receipts only): _____

    b. Public Transportation (airline ticket, rental car, taxi, etc.)
        i. Airline Ticket: _____
        ii. Rental Car: _____ **days @** _____ **per night:** _____
        iii. Shuttle/taxi: _____
        iv. Other: _____

    c. University Vehicle (no reimbursement if paid by a department): _____

III. Lodging (per diem): _____ **days @** _____ **per night:** _____

    a. Will you be staying at location of event?   Yes   ⊗   No ○

    b. Are you sharing lodging with anyone?   Yes ○   No ⊗
        i. If you answered yes, how will you be splitting the cost? _____

IV. Meals (per diem): _____ **days @** _____ **per day:** _____

V. Other: _____

VI. Total Estimated Cost: _____

VII: International travel

       a. List all destinations: _____

       b. Destination contact(s): (individuals sharing lodging with you)
         i. Name(s): _____
         ii. Contact phone number(s): _____
         iii. Email address(es): _____

       c. Destination affiliations: _____

       d. University equipment/supplies you are taking: _____

  VIII. Other information to be considered: _____
_____

Are you using a travel agency for your travel?	**Yes** ⊗	**No** ○	which one? _____
Are you requesting funding from another student society?	**Yes** ⊗	**No** ○	which one? _____
Are you requesting funding from a department?	**Yes** ⊗	**No** ○	which one? _____
Are you requesting funding from the Graduate School	**Yes** ⊗	**No** ○	
Are you requesting a cash advance?	**Yes** ⊗	**No** ○	

(If you checked to the question above yes, please attach a copy of the receipt)

TOTAL REQUESTED FROM TTUAB: _____

FOR OFFICE USE ONLY	
Dues Paid (yes/no; amount owed)?	**In-Service Hours (8 required):**
Community-Service Hours:	**Eligible for Funds (yes/no)?**
Total Previous Requests:	**Total Funds Available:**