

Smead Aerospace Engineering Sciences
Travel for Senior/Grad Projects and Other Club/Organizations

Funding

As part of the Senior/Grad Design course (and other club/organizations), you will have the option to submit project papers for various conferences/competitions and possibly travel to attend and/or present your papers if invited.

The funding your project receives does not cover any of these traveling expenses. Specific travel funding may be provided by the Department and/or the Engineering Dean's Office, but these are generally not sufficient to cover all traveling costs. You can and should pursue outside funding sources. Funding from the Dean's Office needs to be pursued early, resources are limited, available on a first-come, first-served basis, and competition is fierce.

The "**Dean's Office Matching Grant for Student Travel**" Link is listed below and will be used by your team to apply for funding from both the Department and the Dean's Office as well as gain approval to attend the conference/ competition. An example of the form is at the end of this handout. Please use Margie Schneider as the Department approver.

<https://www.colorado.edu/engineering/content/deans-matching-travel-grant>

Complete this form as soon as possible, include support for your estimates. The Dean's office runs out of travel funds quickly.

Many teams have augmented their funding by pursuing outside funding sources - for example, professional associations, local entrepreneurs, and companies. Also look into EEF to see if they can assist.

Costs (Filling out Budget sheet estimates and actual travel expenses)

Your travel budget should be summarized on the Application Form, and your estimates should be as close to actuals as possible, organized and presented professionally. Make sure you have the correct number of people traveling and names of all traveling listed on the application. Guidance for these estimates, which will ultimately include your actual receipts requiring reimbursements, follows:

Registration fees - generally provided on the event website or often paid at the door when you attend the event. Do not forget to get and keep a copy of the receipt with the amount paid, your name, and the event indicated on the receipt. If you are registering online, **you may use the team's P-card to pay for the registration (once approved to travel.)**

Lodging - for the entire traveling team, use a hotel/conference website for estimates. Keep in mind; there are often budget accommodations close to events, which could be lower priced than the hotel where the conference will be held. To be reimbursed for the hotel expenses, you must get an invoice from the hotel after you have paid the charges, showing the amount paid and a final balance of zero (\$0). Early check out invoices generally do not show a \$0 balance due.

Airfare - The **AIAA** competition location has not been announced yet for 2020. Use websites to come up with your best estimates. Once approved to travel, book the lowest-cost airline ticket online (that will work for your itinerary) and let Jacqui know (that same day) so that she can confirm that it is indeed the lowest price with CU's approved travel agency. (Quote from Travel Agent must be equal to or higher than online price; otherwise you are responsible for the difference.) Driving- generally less expensive when multiple team members travel.

Renting a car or van - Car rental companies charge for drivers under the age of 25, usually an additional \$25.00 per day surcharge.

Other ground transportation- includes gasoline, shuttles, etc. Keep your receipts!

Meals - Estimate should be based on the government per diem rates for the specific location (www.gsa.gov/perdiem).

Receipts are not required for meals, because reimbursement is based on per-diem amounts. **Per-diem may not be reimbursed because there are not enough funds to include per-diem reimbursement.**

Reimbursement Process

Collect the receipts as indicated. Once your travel ends, take your organized receipts to Jacqui. Include the address where the reimbursement check(s) should be sent. Travel is not reimbursed until all team members have turned in their receipts so that the reimbursement is equitable. Reimbursements take time to create and be approved.

Remember, receipts are required for reimbursement. A receipt must be the original itemized receipt from the vendor and must include proof of payment indicating that the expenses were paid by credit card, check, or cash. If proof of payment is not part of the itemized vendor receipt, you must provide separate documentation (i.e. a credit card summary or statement).

Other information:

Your team P-card may not be used for airfare, Ground transportation, Hotel, or meal expenses.

Professional Organization Membership Fees are your responsibility and generally not reimbursable. Usually, these are paid in advance of the event. Make sure you are paying the student price.

You will probably not be awarded enough funds to cover everything on your travel. Because you have paid for the travel upfront and then are being partially reimbursed, you should be wary of paying another student's expenses. Although, usually one person in the room pays the entire room bill. Upon reimbursement, this is taken into consideration and is the first item deducted from budget (along with gas/rental car reimbursement). To maximize travel reimbursement the team should consider external fundraising and/or limiting the number of team members traveling.

AIAA Region V Student Paper Conference 2020 has not been announced yet. [Https://www.aiaastudentconference.org/](https://www.aiaastudentconference.org/) Abstracts should be completed and submitted early to AIAA so those approved can begin to make their travel funding requests and arrangements.

Financial Assistance in AES is provided by:

Jacqui Stang-Accounting Tech, [303-735-0950](tel:303-735-0950), Jacquelyn.Stang@colorado.edu

Manages the expense reconciliation processes. She will walk you through the process, take your receipts, and process your expense account reports.

Margie Schneider- Financial Services Manager, [303-492-6838](tel:303-492-6838), Margie.Schneider@colorado.edu



Dean's Office

MATCHING GRANT for STUDENT TRAVEL

COLLEGE OF ENGINEERING AND APPLIED SCIENCE

The Dean's Matching Travel grant is intended, first and foremost, to support Engineering students who are presenting papers or posters at degree-related academic conferences, or participating in major-related academic competitions. Non-conference/competition travel may be considered on a case-by-case basis and is dependent on the availability of funds.

GUIDELINES:

1. **Prior to applying**, students must obtain guaranteed funding from a Department, Program, or Advisor within the College of Engineering & Applied Science. We will not match other travel awards/grants nor any funding from non-CEAS programs/departments.
2. Graduate Students must first apply for, and be denied, funding through the Graduate School before submitting this application. This CEAS funding for graduate students is intended to replace the Graduate School's travel grants when those funds are exhausted.
<http://www.colorado.edu/GraduateSchool/funding/awards.html#travel>
3. Conference and competition participants must attach proof of acceptance or invitation at the time of application. Incomplete applications will not be considered.
4. Applications must be submitted a minimum of 2 weeks prior to travel departure to allow for processing time. Applications submitted after the trip will not be accepted.
5. Only one award per student per academic year will be granted.
6. Dean's Office Matching Travel Grants are limited to a maximum of \$300 for North American travel (US, Canada, & Mexico), and \$400 for international travel.
7. Group Travel: Groups of 5 or more students who are traveling to the same event with the same faculty advisor should submit a single group application. Group applicants are limited to a maximum award of \$1,500 for the group.
8. Group travel participants may not also submit individual applications - travel funds awarded to a group constitute the one allowable award per student, per year.
9. Funds are limited and are awarded on a first-come, first-served basis throughout the academic year (August 1- July 31).
10. To claim funding, students should submit travel receipts for reimbursement to their respective departments who will then charge the Dean's office. Funds are never awarded directly to the student

College of Engineering and Applied Science
University of Colorado Boulder
MATCHING GRANT for STUDENT TRAVEL

Traveler's Name: _____ Email: _____

Major: Aerospace Engineering Sciences Undergraduate: Solo Travel:

Dates of Travel: 04/03/2019 to 04/06/2019 Graduate: Group Travel*:

North America: International: Destination: Minneapolis, Minnesota

Purpose of Travel (please include name of conference, title of paper/poster, benefit of attending)

The students from the SPECS Aerospace Senior Projects will be attending the AIAA Region V Conference.

The title of the paper is "SPECS: Specialized Propulsion Engine Control System".

The benefit of attending is the fact that this will be a great opportunity for the team to show what we have accomplished over the past year. In the 10 year history of this project, no team has been able to achieve such promising results. Due to this, the team has a good chance to win the conference.

For Group Travel (5 or more) _____
list the names of everyone
who will be traveling
together. _____

**ANTICIPATED
BUDGET:**

Registration	\$100
Airfare	\$329.20
Lodging	\$237.50
Meals	\$456
Ground Transportation	\$64
Other	\$0
Total Estimated Budget:	\$1186.7

APPROVALS: Advisor Signature _____

Luan Ayer 3/20/2019
Department Approver Signature Date

margie.schneider@colorado.edu
Approver E-Mail

Department Support: \$ 1186

Department Contact (if other than approver) _____

Department Contact E-Mail _____

* * * * *

Dean's Office Approval: _____ Dean's Matching Support: \$ _____

Date: _____

Dean's SpeedType: _____

KINDLY SUBMIT SIGNED, COMPLETED FORM & ATTACHMENTS TO THE ENGINEERING DEAN'S OFFICE, ECAD 100