Virginia Commonwealth University



VCU Travel Grant Program

The Office of Undergraduate Research Opportunities provides support for undergraduates who present their research at regional, national and international scientific meetings. Participation at these conferences is an important opportunity for you to communicate your research to others in your field, network with undergraduate researchers and faculty, and expand your understanding of your field of research. To be eligible for a travel grant, you must present your research in either a poster or oral presentation, your name must appear in the conference abstract or proceedings, and VCU and the Office of Undergraduate Research Opportunities must be acknowledged.

**There is a limited number of travel grants available each semester, so it is highly recommended that students check to make sure that funds are available prior to submitting a travel grant. Currently, we offer an award of up to \$300 per student.

You must submit the following no later than three weeks before the conference:

- 1. Student Travel Award Application
- 2. A brief description of how presenting your research at this conference will benefit your undergraduate learning experience.
- 3. VCU Student Award Budget Worksheet (i.e, what will the money be used for)
- 4. A listing of other financial support for travel (e.g., grants/ matching dollars from your major department)
- 5. Attach conference information (e.g. registration/travel information from conference webpage)
- 6. A letter of support from your faculty mentor
- 7. A copy of your abstract, including the title and authors
- 8. A letter of acceptance/invitation from the conference organizers

Allowable Expenses

- 1. Registration fee
- 2. Airfare and ground transportation
- 3. Mileage, if a personal car is used for travel
- 4. Hotel expenses, including lodging and taxes (must conform to state per diem rules) Hotels at Per Diem
- 5. Meals, based on the state per diem rate: State Per Diem Rates

Additional Information

- 1. No expenses, including allowable expenses, will be reimbursed without a receipt.
- 2. Review VCU's Procurement and Payment travel guidelines [PDF]

Please complete the Student Travel Award Application and return to Herb Hill at hhill@vcu.edu or fax to 828-1887.



Virginia Commonwealth University

Student Travel Award Application

Name:		_	
Student I	ID:	_	
Local Add	dress:		
Permanei	nt Address:	_	
VCU E-ma	ail Address:		
Telephon	ne: Major:		
Classifica	ation (Year at VCU):		
Are you a	a member of the Honors College?		
Name and	d Location of Conference:		
Conference Web Site:			
Dates you	u will be attending the conference:		
Title of yo	our presentation:		
Total Gra	ant Requested:		
	cations must include this form and the following attachments:		
1.	A brief description of how presenting your research at this conference will benefit your usexperience.	ndergraduate learning	
2	VCU Student Award Budget Worksheet (i.e, what will the money be used for)		
	A listing of other financial support for travel that you have applied for and/or received		
	(This could include grants/ matching dollars from your major department)		
4.	Attach conference information (e.g. registration/travel information from conference webp	age)	
	A letter of support from your faculty mentor		
6.	A copy of your abstract, including the title and authors		
7.	A letter of acceptance/invitation from the conference organizers		
Faculty M	Mentor:Department		
Student S	Signature:Date:		
	Contact Herb Hill, the Coordinator of Undergraduate Research Opportunities a hhill@vcu.edu with any questions.		
	For Undergraduate Research Opportunities Program Use Only		
	Amount Approved/Date		

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Student Award Budget Worksheet

Name of requestor:	
VCU ID number: Conference name, location and date:	
Estimated cost of travel	
Airfare:	\$
Train:	\$
Car (estimated miles traveled):	\$
Other (taxi, public transportation):	\$
Lodging: no. of days cost per day:	<u> </u>
Registration	\$
Other expenses (specify):	\$
Total estimated expenses	\$
Total amount requested	\$

