

TRAVEL SUPPORT FOR EPS UNDERGRADUATE STUDENTS

RATIONALE

Limited department resources are available to support undergraduates presenting at research conferences. Department support is intended for students working on projects with no extramural funding. Each undergraduate researcher may use this resource one time. The policy below explains the conditions and limitations of support and indicates the procedure to follow to request support.

GUIDELINES

1. The student's undergraduate research supervisor must concur that the proposed trip is of sufficient academic or professional benefit to warrant the expense of the trip.
2. Students are expected to plan carefully and prudently to minimize travel expenses, including sufficient advance planning to obtain low air fares. Reservations should be made for multiple occupancy same-gender lodgings whenever possible, usually with other students or staff members.
3. Grant funds should be used to support the travel if available. The research supervisor's funding sources will be checked prior to awarding departmental travel support and, if the supervisor appears to have funds available, clarification will be requested regarding why such funds cannot be used.
4. A student is eligible for department support for one trip during EPS degree residency. Support will generally not exceed \$1500 per trip per student.

PROCEDURE

1. Discuss the conference with your research supervisor and determine whether it is important to attend.
2. Follow-up with an email outlining the proposed trip (name of conference, location, dates, what you are presenting, level of advisor/external support), and the estimated budget, and ask her/him to forward it with supervisor concurrence statement to Robert.