1. What is Research? How do I know if my presentation qualifies for research? Research, Inquiry, and Creative Activity defined as it relates to this travel process:
   - Presenting original work at a conference directly related to your undergraduate major/research/creative activity.
   - Performing/Exhibiting at conference/event directly related to your undergraduate major/research/creative activity.
   - Competing at conference/event directly related to your undergraduate major/research/creative activity.
   - Facilitating or leading a workshop/clinic at a conference that is directly related to your undergraduate major/research/creative activity.

2. Who is eligible to apply for URI research travel funding?
   - Traveler must be an FAU undergraduate student in good standing with the university.
   - Traveler must set-up direct deposit/ACH with FAU to be eligible to receive URI travel funds.
   - Must apply online at least 4 weeks prior to departure.

3. A completed application consists of the following:
   - Confirmation of being accepted to present, perform, compete, or facilitate an original work/project/paper from the host event
   - A description of the conference/event from the conference website
   - A one page abstract on your presentation/performance
   - A letter of support from your Faculty Advisor
   - Student Travel Code of Conduct form, and Release of Liability, Waiver of Claims, Express Assumption of Risks, and Hold Harmless Agreement form, both found here.

4. What expenses are ELIGIBLE for reimbursement?
   - Airfare & baggage fees
   - Hotel costs
   - Conference registration fees - but not for membership fees or needs.
   - Rental car
   - Gas, if driving a rental car - subject to conditions.
   - Parking, if driving a rental car - subject to conditions.
   - Local transportation within destination city (taxi, subway, shuttle, etc.)
   
   NOTE: All expenses must be paid by you, out of pocket

5. What expenses are NOT eligible for reimbursement?
   - Trip expenses paid by someone else or paid by a department
   - Any travel expenses purchased through any travel agency including but not limited to Expedia, Travelocity, Orbitz, Hotwire.com, Hotels.com, etc that are not itemized.
   - Expenses where the receipt does not indicate the vendor was paid by you directly.
● Expenses where the receipt is not provided on the vendor's letter head.
● Food or other per diem costs
● Membership Fees
● Hotel receipts that are NOT on official hotel letterhead that is stationery which include an itemized daily breakdown of expenses, including room rate & all taxes
● Reward points/miles, prepaid gas receipts and handwritten receipts are not acceptable or eligible for reimbursement
● Anything not listed in the previous "eligible expenses" question is not eligible for reimbursement

6. **When do I turn in my travel application?**
   You must submit your travel application packet at least 4 weeks prior to your planned departure date online [here](#).

7. **What is the reimbursement Process?**
   a. Submit your request for reimbursement online [here](#) within 10 business days of your return date, to submit all receipts for reimbursement.
      
      I. All receipts must be originals, and be clearly itemized and organized.
      II. Students rooming together and splitting hotel costs must EACH provide detailed itemized receipts from the hotel. These receipts must include all lodging costs paid for by each traveler, and must have individualized names and payment information.
      III. Evidence of attendance at the conference/event must be provided. This can be the program with your name/group listed as presenting/performing/competing; your conference/event ID badge/credential; etc.