

## Undergraduate Travel Application Checklist – Individuals/Group

### Fiscal Year 2018-2019 Travel Period

1. First & Last Name: \_\_\_\_\_ Z#: \_\_\_\_\_
2. Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_
3. Conference Name: \_\_\_\_\_ Dates of Conference: \_\_\_\_\_
4. Location: \_\_\_\_\_ Email: \_\_\_\_\_
5. Please fill in the following:
  - a. # of Undergraduate Credit hours for application semester : \_\_\_\_\_ Boca \_\_\_\_\_ Davie  
\_\_\_\_\_ Jupiter/HBOI
  - b. College: \_\_\_\_\_ c. Major: \_\_\_\_\_
  - d. Status (Check one) Freshman  Sophomore  Junior  Senior
6. If applicable, please write the name of other individuals traveling with you and indicate:
  - a. If they are presenting or attending. If presenting, state author/presenter status
  - b. If you will be sharing a hotel or living accommodation (for reimbursement purposes)

Name	Attending/Presenting	Author/Presenter Status	Sharing Hotel?*
Ex: Owsley Burrows	Presenting	Secondary Author/Presenter	Yes

**\*Please note:** Students rooming together and splitting hotel costs must each provide DETAILED, itemized receipts FROM the hotel/Airbnb stating the portion of the room paid for and all expenses (room rate, taxes, etc.) in order to be eligible for reimbursement. If a receipt shows that one student paid for the entire room, only that student will be eligible for reimbursement up to their Travel Committee approved amount. Initials:

7. Purpose of travel (write appropriate letter): \_\_\_\_\_
  - a. I am **presenting** a paper or project of my own work at a conference as the **primary** presenter or author.
  - b. I am **presenting** a paper or project of my own work at a conference as the **secondary** presenter or author. Secondary presenters are only eligible for the attending award.
  - c. I will be **attending** a conference related to my area of study or RSO.

8. Type of travel: \_\_\_\_\_
- a. Day Travel (not overnight)                      c. In state (overnight)  
b. Out of state    d. International
9. I have read and understand the **Student Travel Policy** prior to submitting my travel application and have included all required forms. All policies and forms can be found online at: <http://fau.edu/studenttravel/> Initials:

10. **I understand that Student Travel funds a maximum of 80% of my total eligible expenses listed on my Request to Travel Form up to the maximum amounts listed on the below chart (note which applies to you). I also understand that funding is not guaranteed.** Eligible expenses include registration fee (**not membership fee**), airfare, public transportation within city, car rental vehicles (paying Enterprise rates per University Contract), fuel & parking, and lodging costs. I have read and understand the Student Travel Manual at: <http://fau.edu/studenttravel/>

International travel, Presenting	Maximum \$600
Out of State travel, Presenting	Maximum \$600
In State travel, Presenting	Maximum \$300
Attending or Secondary Author Presenting	Maximum \$200

Initials: 

11. **I/we understand that detailed quotes must be provided for all eligible expenses for which I/we am requesting reimbursement.** I must upload into Owl Central my boarding pass and e-ticket with costs (airfare), proof of attendance at conference (name badge AND program, etc.), itemized hotel bill, conference registration receipt with cost, rental vehicle fuel receipts (prepaid gas not accepted), local public transport receipts, and Travel Expense Justification Form per my Undergraduate Travel Award Letter. I understand that I have 10 business days after travel starting with my return date or I forfeit my reimbursement. Initials:

12. I understand that booking through **discount travel agencies** (i.e. Expedia, Orbitz, Travelocity, Booking.com, Hotels.com, etc.) will put me at risk for not receiving a reimbursement. You are responsible for making sure you will receive the proper receipts prior to booking                      Initials:

13. **If requesting a rental car**, I understand that I must make a reservation for a compact car (if requesting a larger vehicle I must provide justification and it must be approved). The University has a contract with Enterprise. I can rent from any agency but the University will only pay according to the contracted Enterprise rates Initials:

14. I understand all of the **eligibility** requirements as per the Student Travel Policy and consider myself eligible to receive travel funding.. Initials:

15. I understand that **the deadline for complete applications to be turned in is a MINIMUM of 20 business days for Domestic and 25 business days for International Travel prior to departure** days for Undergraduate travel. Any applications with missing materials must be completed within 5 days of notification or the student's application will not be considered. I understand my application may not be reviewed, funded or even put on the consideration list, and therefore risks not receiving funding, until my application is complete. I understand it is solely my responsibility to inquire about the completeness of my application. Initials:

16. I understand that I can only **submit my travel application online on OWL Central**, but it must be received by Student Travel by the deadline. Initials:

17. **Total cost of eligible expenses:** \_\_\_\_\_

18. Please describe how you plan to fund your trip by placing *amounts* in the below columns. Amounts should be the same as those in provided quotes. Be as specific as possible. Attach a 2<sup>nd</sup> sheet if necessary.

	Student Travel Request	Personal	Faculty p-Card	Department	Conference Waiver
Hotel					
Airfare					
Registration					
Local Public Transportation					
Rental Car Fee					
Rental Car Fuel					
<b>TOTAL:</b>					

19. Please include **AND** label all forms in the following order (This form → Request to Travel → etc.):

- ✓ Undergraduate Travel Application Checklist (This form)
- ✓ Release of Liability/Student Code of Conduct
- ✓ Student authored letter of Travel Justification
- ✓ Faculty Advisor Letter of Support
- ✓ Conference Registration Quote
  - This is a **screen shot from the conference** web site showing cost of registration
  - If you are not requesting Student Travel to reimburse you for your registration, you must still show a quote of the registration cost.
- ✓ Proof of Presenting (research travel only)
  - Official email/letter from the conference stating that you are registered as a presenter/speaker.
  - 1 page Abstract
- ✓ Eligible Expenses:
  - Flight Quote or Receipt
  - Hotel Quote or Receipt
  - Car Rental Reservation with total cost
  - Roster with Z numbers of those traveling (if group travel)
  - Local Public Transportation (taxi, bus, Uber or shuttle service) quote or receipt

**I understand that I will be held responsible for all information on pages 1-4 of this form. I have had all my questions addressed prior to submitting the application by reading this document thoroughly, reading the Student Travel Policy and corresponding with the Student Travel Office**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FAU Student Travel**  
**[studenttravel@fau.edu](mailto:studenttravel@fau.edu)**  
**561-297-0523**