

Undergraduate Travel Application Checklist

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.

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 2nd 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					
TOTAL:					

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
561-297-0523