## **Undergraduate Travel Application Checklist**

1. F	irst & Last Name:		Z#:			
2. D	Departure Date:		Return Date:			
3. C	Conference Name:		Dates of Conference:	Dates of Conference:		
4. L	ocation:		Email:			
5. P	Jupiter/HBOI		semester : Boca Day			
	b. College:	c.	. Major:			
	d. Status (Check one) Fre	eshman Sophomore	Junior Senior			
	b. If you will be sharing a	Attending/Presenting	state author/presenter status ation (for reimbursement purpo  Author/Presenter Status	Sharing Hotel?*		
	Ex: Owsley Burrows	Presenting	Secondary Author/Presenter	Yes		
FROM eligib eligib	M the hotel/Airbnb stating the pole for reimbursement. If a recepte for reimbursement up to the Purpose of travel (write appraise. I am <i>presenting</i> a papauthor.  b. I am <i>presenting</i> a papapa	portion of the room paid for a eipt shows that one student eir Travel Committee approve opriate letter):er or project of my own we	ork at a conference as the <b>prima</b>	etc.) in order to be student will be ary presenter or		

c. I will be attending a conference related to my area of study or RSO.

8.	Type of travel:						
	a. Day Travel (no	ot overnight)	c. In state (overnigh	t)			
	b. Out of state		d. International				
9.	I have read and unde	erstand the <b>Student Travel Po</b> l	<b>licv</b> prior to submitt	ing my travel application and have			
			- 1	http://fau.edu/studenttravel/ Initials:			
10	Lunderstand that St	tudent Travel funds a mavimi	ım of 80% of my to	tal eligible expenses listed on			
10		el Form up to the maximum a					
	-	so understand that funding is		•			
		<b>membership fee</b> ), airfare, publ	_	-			
	(paying Enterprise ra	ates per University Contract), fu	el & parking, and lod	lging costs. I have read and			
	understand the Stude	ent Travel Manual at: http://fau.o	edu/studenttravel/				
	International travel,	, Presenting		Maximum \$600			
	Out of State travel, F			Maximum \$600			
	In State travel, Prese			Maximum \$300			
	Attending or Second	lary Author Presenting		Maximum \$200			
		Initials:					
11	I /wa undanstand th	at detailed quetes must be pr	uovidad fan all aligik	ale expenses for which I /we em			
11		rsement. I must upload into Ow	_	ole expenses for which I/we am			
		_					
	(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						
	_	eipts, and Travel Expense Justific					
		that I have 10 business days afte		_			
	reimbursement. Initia		er traverstarting wit	if my recurr date of Frontest my			
	Temparsement. mitte	шз.					
12	. Lunderstand that boo	oking through <b>discount travel</b> a	agencies (i.e. Expedi	a. Orbitz. Travelocity.			
		•	- , -	abursement. You are responsible			
	o ·	will receive the proper receipts	· ·	Initials:			
13	If requesting a rent:	al car Tunderstand that I must	make a reservation (	for a compact car (if requesting a			
10	•	provide justification and it mus					
	_	t from any agency but the Unive	= =	-			
	Enterprise rates Init		riolog will olling puly w				
14	. I understand all of th	e <b>eligibility</b> requirements as pe	er the Student Travel	Policy and consider myself			
	eligible to receive tra	vel funding Initials:					
			_				

15. I understand that <b>the deadline for complete applications to be turned in is a MINIMUM of 20</b>					
business days for Domestic and 25 business days for International Travel prior to departur	' <b>e</b> 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 b reviewed, funded or even put on the consideration list, and therefore risks not receiving funding, until					
16. I understand that I can only submit my travel application online on OWL Central, but it must b	e				
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  $2^{nd}$  sheet if necessary.

	Student Travel	Personal	Faculty p-Card	Department	Conference
	Request				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  $\rightarrow$  Request to Travel  $\rightarrow$  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
    - o This is a **screen shot from the conference** web site showing cost of registration
    - o 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)
    - o Official email/letter from the conference stating that you are registered as a presenter/speaker.
    - o 1 page Abstract
  - ✓ Eligible Expenses:
    - o Flight Quote or Receipt
    - o Hotel Quote or Receipt
    - o Car Rental Reservation with total cost
    - o Roster with Z numbers of those traveling (if group travel)
    - o 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