

Student Travel

Requirements for *conference travel funds*:

- Student must be the presenter of the research at the conference
- a memo to the committee signed by the Biology faculty member with whom the undergrad or Biology M.S. student is working that verifies current enrollment, and the amount of the request (up to a maximum of \$500)
- a copy of the letter/email confirming conference abstract acceptance
- a copy of the abstract itself
- Students who have completed travel to a professional meeting may apply for reimbursement of up to \$500 with no certainty of funding. They will submit necessary documents listed above along with an invoice and an itemized list of agencies/organizations/departments/etc. who have supplied funding.

Requirements for *workshop or research travel funds*:

- Student must provide a 1-page description of how the workshop or research will benefit their educational development or help them complete the goals of their thesis proposal.
- a memo to the committee signed by the BIOLOGY faculty member with whom the undergrad or Biology M.S. student is working that verifies current enrollment, the amount of the request (up to a maximum of \$500), and a brief description of how the proposed activity will benefit the student
- For workshop funding, students must also provide specific documentation regarding the workshop; location, topic, etc. A flyer or advertisement would be sufficient. A URL to the workshop website should also be provided if this is available.

In all cases, the student must also provide:

- An email of introduction to the Travel Committee chair which includes estimated travel costs – see chart below

Once you have assembled all the required documents:

- email them to the Travel Committee chair, Dr. David E. Nelson (David.E.Nelson@mtsu.edu)

After committee approval:

- Submit a *Travel Authorization Request* for permission to travel - <https://www.mtsu.edu/boffice/travel.php>. Questions - contact Biology@mtsu.edu.
- After travel, submit a *Travel Expenses Claim* for reimbursement – <https://www.mtsu.edu/boffice/travel.php>
- Travel Per Diem rates are found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>

At the conclusion of the activity, the committee requests that a short report is provided for the Biology Dept. newsletter, BioUpdate. This short report should be submitted to the current newsletter editor and copied to the Travel Committee chair.

ESTIMATED TRAVEL EXPENSES

Conference/Workshop Registration: _____

Mileage – total trip or to/from airport: _____

Airfare: _____

Taxi/Shuttle: _____

Lodging: _____

Meals: _____

Parking: _____

Other: _____