

Student Travel Policy

(September 19, 2007)

The Department of Earth & Environmental Sciences has funds available for undergraduate and graduate students traveling to professional meetings. Funds will be allocated as follows:

- \$400 to support Undergraduate and Graduate students presenting at national or international conferences. Definition of presentation: oral or poster presentation with published abstract
- \$200 to support students traveling to national or international conferences for other purposes (e.g., workshops, short courses)
- \$250 to support students presenting at regional conferences.
- \$100 to support students traveling to regional conferences.

Students must provide supplemental/matching funding to the conference (e.g., College of Science & Mathematics, Environmental Sciences Ph.D. program, professional society sponsoring the meeting, contracts and grants of their major professor). It is the student's responsibility to make themselves aware of all available funding possibilities.

Given there are limited funds for this purpose, there is a priority ranking for fund dissemination, as follows:

1. Graduate student near graduation
2. Graduate student
3. Undergraduate student

Funding will be allocated on a first come-first serve basis. Funding of a second meeting per year will only be considered late in the academic year.

Students will be required to fill out a Travel Authorization Form and then after the meeting a Travel Expense Form (providing all receipts except for meals). All university related travel must follow Wright Way Policy (guidelines online). Rental cars are not allowed. "Rent" payments are not allowed to individuals for lodging expenses – only hotels can be claimed for lodging. Preapproval is needed for pre/post-conference sponsored excursions. A copy of the meeting program is also required for final submittals. If cost effective, the department may elect to send a van to a meeting in lieu of a portion of the travel funds listed above. The department will cover the equivalent of pre-registration fees only for the conference. "Late fee" registration rates will not be paid.

Students using department funds will be obligated for service to the department at the conference (e.g., department booth or graduate forum).