Individual Travel Award Application

Guidelines
1. Individuals requesting travel must be registered as undergraduate students in good standing (i.e., not on academic probation) at the University of Central Florida at the time of travel.
2. Students must be the primary presenter (i.e. first author) on a poster, oral, or creative presentation. If two or more students are traveling to the same conference (as primary presenters), a group application should be submitted. Find the application here.
3. Up to $400 for national travel and $500 for international travel may be allocated once per fiscal year (July through June) per individual. These funds are provided by OUR and the Burnett Honors College.
4. Students must work with SGA regarding funding concurrently with submitting an application to OUR. See http://www.ucfsga.com/committees for details.
5. Requests must be received four (4) weeks prior to the scheduled travel in order to be considered. Late applications may be taken under certain circumstances.
6. Funds are transferred to your faculty mentor’s department. Travel forms must be filled out prior to travel with that department. Please contact the department’s office staff.
7. All funded students are required to apply to present at the Showcase of Undergraduate Research Excellence in the spring. If the student graduates prior to the spring semester, they will be exempt from the requirement.
8. OUR has a strict Policy on Participation, please review the policy before submitting any application.
9. Travel Award request forms must be accompanied by the following:
   a. One page abstract summarizing the paper to be presented
   b. Documentation of presentation/paper acceptance to the conference (e.g., email from conference) with name of applicant listed first (as Primary Author) on the project
   c. Detailed budget (see worksheet on the next page)
10. Questions regarding travel funding should be directed to OUR@ucf.edu or 407-823-3125.

Application information

Last Name: ___________________ First Name: _____________________________

PID: _________________________ Expected Graduation Date: ________________

Email Address: __________________@knights.ucf.edu

I am a University Honors or HIM student in good standing (Please select): Yes No

Faculty Mentor’s Name: ___________________ Faculty Mentor’s PID: ____________

Faculty Mentor’s Email: ___________________

Faculty Mentor’s Department: _____________________________

Faculty Mentor’s College: _____________________________

Mentor’s Departmental Account Number (for funds transfer): _________________

Mentor’s Departmental Travel Contact Email: ___________________@ucf.edu

Conference: _____________________________

Purpose/Description: _____________________________

Presentation Title: _____________________________

Location: _____________________________ Dates of Conference: _________________
### Proposed Budget

<table>
<thead>
<tr>
<th>Total for each category</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference registration</td>
<td></td>
</tr>
<tr>
<td>Lodging ($______ per night x ____ nights)</td>
<td></td>
</tr>
<tr>
<td>Airfare</td>
<td></td>
</tr>
<tr>
<td>Ground Transportation - Check one option</td>
<td></td>
</tr>
<tr>
<td><em><strong>Rental Car ($</strong></em>__ ) &amp; Gas ($_____ )</td>
<td></td>
</tr>
<tr>
<td><em><strong>Ground Transportation ($</strong></em>___ )</td>
<td></td>
</tr>
<tr>
<td><em><strong>Mileage for personal vehicle (</strong></em>__ miles x 0.445/mile)</td>
<td></td>
</tr>
<tr>
<td>Other (Please specify):</td>
<td></td>
</tr>
</tbody>
</table>

Please indicate the amount of other sources of proposed/confirmed funding you may be awarded for each category.

$_____ Student Government Association
$_____ College or Department
$_____ Grant Money
$_____ Other (Please specify) ________________________________

Total amount of other funding: ____________

### Applicant Statement

(Initial each statement)

_____ I understand that the total funding received from all sources may not exceed my total expenses for travel.
_____ I have started the process of getting funding from SGA.
_____ I certify that I will be enrolled as a UCF undergraduate in good standing at the time of travel.
_____ I understand that I must post information about the presentation on [our.ucf.edu/accomplishments](http://our.ucf.edu/accomplishments) before I receive my funding allocation and must submit a short report after I return to [www.our.ucf.edu/reportform](http://www.our.ucf.edu/reportform).
_____ I understand award money will be transferred to the faculty mentor’s department and if awarded funding I must immediately contact them regarding their travel policies.

I have enclosed the following documents: (Initial each statement)

_____ One page abstract
_____ Documentation of acceptance to the conference
_____ Fully completed application form including the budget section

Applicant Signature: ___________________________ Date: ______________

I, ___________________________, support the above mentioned research and student travel. The student has worked closely with me on this project. I realize the funds will be transferred to my department and I will work with the student regarding the travel process.

Faculty Mentor Signature: ___________________________ Date: ______________

Committee Action: ___________________________ Date: ______________

Updated: 12/19/2016