

College of Science, Health, and the Environment Request for Travel Support

2020-2021 TRAVEL: As of September 1, 2020, University presidents are authorized to approve domestic travel outside of Minnesota to contiguous states (Wisconsin, Iowa, South Dakota, and North Dakota) via ground transportation. Requests for University-related travel outside of Minnesota and contiguous states will be considered on a case-by-case basis. CSHE requests need to be submitted to Dean Lisa Nawrot along with the rationale and the proposed travel details. Division leaders must seek presidential endorsement before the waiver request is submitted to the system office for final review and approval.

Student Name: _____

If Group project, names of group members: _____
(only 1 form per group)

Title of Meeting or Conference: _____

Conference Date: _____

Presentation Type: Poster Talk Workshop

Dragon ID Number: _____ **Major:** _____ **Minor:** _____

Expected Graduation Date: _____

Email: _____ **Phone:** _____

Faculty Mentor: _____

Total Funds Requested: \$ _____

Please attach:

1. A description of research you plan to present.
2. A description of how attending the conference will support your educational goals.
3. A breakdown of your request (ie. Travel costs, registration, hotel). If a group request, please provide costs per person.
4. If you have applied for or received support for this travel from another source, please describe the amount/s you have requested.

Student Signature: _____ **Date:** _____

To the Faculty Mentor:

I have reviewed this form, and the Guidelines, and confirm that the student is traveling to the activity listed above. I do / do not plan to accompany the student on this trip.

Faculty Mentor: _____ **Date:** _____

CSHE Guidelines for Requests for Travel Support

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Applicant Eligibility:

- The travel must be endorsed by a faculty supervisor
- The applicant must be enrolled in an undergraduate or graduate program offered in the College of Science, Health, and the Environment during completion of the project.
- The applicant must be presenting her/his research results.

Additional Eligibility for Travel Supported by the *Strong Research Fund*

- Student must be pursuing a major in Biosciences, Chemistry and Biochemistry, or Physics and Astronomy.

Guidelines for Use of Travel Support:

- Funds can be used to support conference registration, hotel or travel. Funds cannot be used for meals.
- Travel arrangements should be made in the most economical manner that is feasible.
- Student Travel Authorization paperwork should be filed *prior* to travel.
- Student travel expenses that exceed the amount awarded will need to be covered by other sources.
- Expense reimbursement paperwork should be filed in a timely manner upon return.
- Students are required to submit a 1-page reflection afterwards to the CSHE Dean's office about their experience, within one month of return.
- Funds must be expended following regular University guidelines and policies.
- Funding amounts vary, and due to the large volume of requests, may not be fully funded. **Funds must be spent or encumbered by June 15, 2021.**

Review Criteria

- The CSHE Student Advisory Board reviews travel requests on a monthly basis.
- Funding of awards depends on number of requests, impact on the applicant's educational experience and whether any previous travel funds have been awarded.
- The CSHE Dean will decide on the source of funding to be awarded (CSHE Research Funding, other CSHE funding, or Strong Research Fund).

