

2021-22
Old Dominion University
**Undergraduate Student Travel Award
Guidelines**

APPLY EARLY AS FUNDS DEplete QUICKLY!

- * Travel departure to conference must occur by June 30, 2022, for current fiscal year.
- * **Deadline: Minimum of 30 days prior to travel date. *Late applications will be denied with no exception and will not be reviewed.***
- * Applications must be submitted electronically in Adobe Reader X.
- * ***Incomplete applications will be denied, will not be reviewed and cannot be resubmitted.***
- * Travel must occur prior to date of graduation date.
- * Only 3 applications for the same conference will be approved.

The Undergraduate Student Travel Award was established to support undergraduate students' travel to local, regional, national and international conferences sponsored by professional organizations for the purpose of reporting the results of their research, conducting research, exhibiting or performing creative works, competing or attending in order to enhance their research goals. *Travel related only to networking, job search, co-curricular activities, internships, courses, study abroad, leadership, presenting someone's research other than the applicant's, etc., is excluded.*

General Guidelines

- Awards are limited to one award per student during their UG academic career.
- This is a competitive award, so not all applications may be approved for funding. While a student's research and the value of the conference are important, ***other aspects of the application are evaluated including thoroughness of application, ability to follow instructions and ability to articulate points required in the justification essay.***
- Available only to students in good academic standing, registered at least part-time in the semester when application is made and at least part-time in the semester of travel. *** Summer Exception: When registered for the previous spring and the upcoming fall semester, students may apply and travel during the summer. If the upcoming fall hours following the travel are dropped without serious extenuating circumstances, the award will be forfeited. If any prepayments have occurred, a hold will be placed on the student's account until the University is reimbursed for the amount awarded.
- **IF STUDENT IS APPROVED FOR THE AWARD, DOES NOT ATTEND AND DOES NOT NOTIFY THE OFFICE BY THE CONFERENCE DATE, STUDENT WILL BECOME INELIGIBLE TO APPLY FOR A FUTURE AWARD.**
- ***Only 3 applicants will be approved to attend the same conference to ensure equitable distribution of funds across colleges. THIS IS NOT A "GROUP APPLICATION" PROCESS. Applicants must apply individually and will be reviewed and considered on a first come/first served.***
- If a student finds they cannot attend the conference after expenses have been pre-paid by the University, barring an emergency, they will be financially responsible for reimbursing the University. If funds are not reimbursed within 30 days of cancellation of attendance, a hold will be placed on the student's account until payment is received.
- If evidence presents itself that requests are being made for duplicate reimbursements from

multiple departments, the award will be forfeited and any expenses prepaid by the university must be reimbursed to the university. If funds are not reimbursed within 30 days of notice, a hold will be placed on the student's account.

Award/Expenses

- Award covers up to \$500 of the following expenses **ONLY**:
 - Conference registration fee
 - Hotel
 - Round-trip transportation to the city of conference (plane, train, ECONOMY rental car, personal car)
 - Hotel parking
- **Following expenses are not covered:**
 - Food
 - Shuttles or rental cars within the city of the conference
 - Optional insurances and refuel charges for a rental car
 - Other incidentals
- Conference registration fee and fare (not hotel) can be paid directly to vendors by the University prior to travel or can be reimbursed to the student following the conference.
- The amount awarded up to \$500 will depend, in part, on the number of applications received, the budget available and, in part, on the priority given the application by the selection committee.

Selection Process

- Applications will be reviewed and scored by a selected committee comprising members from:
 - Student Engagement and Enrollment Services
 - Student Government Association
- Please call if you have not been notified within two weeks of submitting your application.

Submission Requirements

- Application and supporting documents must be submitted electronically in Adobe ReaderX. Hard copies will not be accepted. (DO NOT include documents inside your email message.)
- **LATE APPLICATIONS WILL BE DENIED WITH NO EXCEPTION AND WILL NOT BE REVIEWED.** Applications are due minimally 30 days prior to the conference, but students are encouraged to apply earlier when possible as funds can deplete quickly.
- **INCOMPLETE SUBMISSIONS WILL BE DENIED WITH NO EXCEPTION, WILL NOT BE REVIEWED AND CANNOT BE RESUBMITTED.** Follow the Student Check List to ensure completion of your submission.

Applications will be denied for inadequate, unclear responses to any of the required points of the justification essay. Resubmission of the essay WILL NOT be permitted.

- Upon notification of approval, students must meet with Debbie Woodell within one week of notification to review the financial process. This can be conducted done by ZOOM, phone or email.

Following Your Conference

Submit by email attachment your summary and receipts within one week following your conference to Debbie Woodell (contact info below). Review the Financial Instructions that you received carefully before submitting your documents to ensure all receipts meet the requirements.

Your reimbursement will be delayed if you do not submit documents/ receipts as described in the **Financial Instructions**, as the State has non-negotiable requirements.

FMI:
Debbie Woodell
UGSEESTravel@odu.edu

757-683-7120

Include in the E-Mail Subject Line: Undergraduate Travel - Your Last Name

**Division of Student Engagement & Enrollment Services
2008 Webb Center**

Sponsored by Student Engagement & Enrollment Services, Academic Enhancement, and Student Government Association

Old Dominion University

Undergraduate Student Travel Award

Student Checklist

- Read Guidelines and Checklist
- Complete Application Form in Adobe Reader X. Applications completed in other programs will be corrupted during transmission.
Application is created to allow you to return to complete at a later time.
Obtain travel, hotel and registration fee information.

Prepare vita or resume . *(Attach to email with application.)*

Obtain proof of invitation if presenting, competing or performing. *(Attach to email with application.)*

- Within one (1) week of receiving approval**, schedule an appointment with Debbie Woodell to review financial instructions. This can be conducted by ZOOM, phone or email.
- Within one (1) week of returning from conference**, submit the following to Debbie Woodell by email attachment:

Summary Report: One-pge, single-spaced report describing 3 points learned at the conference.

Receipts/Information for *which you will be reimbursed UP TO \$500* to include:

- Flight/train/rental car receipt that includes itinerary and payment information.
- Gas receipts for rental car used for roundtrip transportation to city of conference
- All **original** boarding passes; if electronic, email a screen shot.
- Conference registration fee receipt
- Hotel receipt (include names of others sharing hotel room if applicable.)
- If driving your personal car, you will be reimbursed based on a mileage rate that covers gas and wear and tear on your car. If another person rides with you and shares the gas expense, you will be expected to reimburse the rider for their contribution.
If receipts do not reflect required information, you may be asked to submit your credit card statement that reflects the charge.
- Type of and last 4 digits of credit cards used for payments if not indicated on receipts

2021-22
Old Dominion University
Undergraduate Student Travel Award
Application

APPLY EARLY AS FUNDS DEplete QUICKLY!

Deadline: Minimum of 30 Days Prior to Travel
Late and Incomplete Applications Will be Denied with No Exception and Cannot be Resubmitted!

Name: _____
Last First Middle Initial

Local Address: _____
Street City State Zip

ODU E-Mail: _____

Cell Phone: _____ Local Phone: _____

UIN: _____

Credit Hours Currently Enrolled: _____

Credit Hours Enrolled Semester of Travel: _____

Expected Date of Graduation: _____ Current GPA: _____

Major: _____ Dept: _____

College: _____

Honors College Student:

Yes

No

Degree Level:

Freshman

Sophomore

Junior

Senior

Advisor: _____ Office Phone: _____

Advisor Email: _____

Name of Conference (no acronyms): _____

Location of Conference (city/state): _____

Conference Website: _____

Sponsored by (professional organization—no acronyms):

Dates of Conference: _____

Date of Departure: _____ **Date of Return:** _____

Type of Conference:

International

National

Regional

State

Local

Other (please specify): _____

Indicate type of activities in which you will engage:

Panel Presentation

Paper Presentation

Poster Presentation

Artistic Performance

Artistic Demonstration

Other (Please specify): _____

Attending Only

Title of presentation/performance/demonstration:

Does your project involve human subjects, animals, or bio-safety hazards?

Yes

No

Justification Essay

(Be specific)

1. Provide a concise description of your presentation/performance/exhibition/conducted research, its relationship to your research goals and the value/importance of its application. A copy or portion of the abstract is not acceptable. If attending only, address the relationship of attending the conference to the development and application of your research.

2. What do you hope to accomplish professionally and personally from presenting at or attending this conference?

a. Professionally

b. Personally

SIGNATURE OF AGREEMENT

By my digital signature in the spaces below, I affirm that I have truthfully completed this application as accurately and completely as possible. I also accept and acknowledge all conditions of the award for which I am applying and acknowledge that I must meet all conditions of eligibility, including required enrollment, in order to receive an award from the Undergraduate Student Travel Fund. I understand that if I do not attend the conference after vendor payments have been made (barring an emergency out of my control), I will be held responsible for reimbursing the University for the prepaid amounts. If payment has not been made within 30 days of cancelling attendance, a hold will be placed on my account until payment is made.

Digital Signature of Applicant – Complete the following information twice.

Name: _____ UIN: _____ Date: _____

Name: _____ UIN: _____ Date: _____

LATE OR INCOMPLETE APPLICATIONS WILL BE DENIED WITH NO EXCEPTION, WILL NOT BE REVIEWED AND CANNOT BE RESUBMITTED!

Old Dominion University
Undergraduate Student Travel Award

Student Responsibilities & Expected Conduct

I have read the guidelines for and understand the requirements associated with requesting and receiving the Undergraduate Student Travel Award and will follow all departmental and university policies and procedures regarding travel.

I understand my award can be forfeited under the following conditions and that I can be held financially responsible for the award.

- Not attending the Conference after prepayments have been made to vendors unless lack of attendance is due to an emergency out of my control. If not an emergency, and if payment is not made within 30 days of canceling travel plans, a hold will be placed on my account until payment is made.
- Copying another student's Justification Essay and inserting information relative to my application.
- If the University is informed of any violations to ODU's Code of Student Conduct, I understand that I am representing my discipline and Old Dominion University and am expected to behave in a professional manner. As an ODU student, I am bound by the Code of Student Conduct and violations that might subject me to review by the University upon my return. If my behavior during the conference reflects otherwise and the University is contacted, this action will forfeit the award, and I will be responsible for reimbursing any prepaid amounts. If prepaid amounts are not paid with 30 days of decision, a hold will be placed on my account until payment is received.
- If a vendor expense exceeds the award and can be paid only in full by the University, I will be responsible for reimbursing the University the balance ***prior to any reservations being made.***
- Not submitting my summary report upon return from the conference. I acknowledge that submission of my name and UIN serves as my signature. **I have read the above expectations related to this award and agree to follow them.**

Failure to comply with any of the above requirements could result in my having to reimburse part or the entire award.

Dates of Travel: _____

Conference Title: _____

Professional Organization: _____

Digital Signature of Applicant – Complete the following information twice.

Name: _____ UIN: _____ Date: _____

Name: _____ UIN: _____ Date: _____

Submit application to:

Debbie Woodell

UGSEESTravel@odu.edu

Include in the E-Mail Subject Line: Undergraduate Travel – Your Last Name

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