Overview
The travel grant program is intended to support performances and/or presentations at professional conferences of student research in any discipline including work in visual and performing arts disciplines.

This form is only intended for group travel where multiple students will be part of a single presentation or performance. The supporting faculty member is responsible for form submission.

Eligibility and Conditions
Each student must be enrolled as a degree-seeking student at Westminster College at the time of the conference and be in good academic standing.

The student group must make a presentation or performance at the conference.

Projects must be conducted under the mentorship of Westminster College faculty.

To receive travel/presentation funding, a completed Travel/Presentation Grant Application must be submitted and approved prior to any expenditures.

Award recipients are required to participate in the Undergraduate Research & Arts Celebration in the year of their grant. Students who fail to participate in the celebration will be responsible for paying back their grant to the college in full.

Application Checklist
Applications will not be considered until the complete set of application documents are received. The following components compose a complete application (forms comprise the rest of this document).

- Guideline Form (this page)
- Budget Form with faculty signature
- Presentation Information Form
- Student Applicant signature page
- Student Applicant Information Form
- Faculty Signature page
- Verification of acceptance to present/perform from the conference/organization

Deadlines and Award Notification
Applications are accepted on a rolling basis throughout the academic year. Grants received by noon on Friday will be reviewed and notifications will be sent electronically by the following Friday (except during college holidays).

Completed applications can be submitted either electronically or in print:

Electronic:
uggresearch@westminster.edu
Subject line should read: Faculty Member Last Name: Group Travel Grant Application

Print:
Karen Resendes, Co-Director of Undergraduate Research
Box 30
Patterson Hall 315
Drop forms by the office or send via campus mail.

Questions?
Contact the Co-Directors of Undergraduate Research (Dr. Karen Resendes and Dr. Pamela Richardson) at the email address above or drop by the Undergraduate Research Office, Patterson Hall 315, during our office hours.
Presentation Information Form

Presentation Information:

Name of Conference/Presentation__________________________________________

Conference Location_________________________________ Dates of Trip______________________

Title of Presentation/Performance__________________________________________

Acceptance Verification: Please attach a copy of documentation indicating your acceptance to present/perform

Abstract (use abstract submitted to conference or compose a 150-250 word abstract):
Undergraduate Research Group Travel/Presentation Application

**Student Applicant Information Form**
Please fill in complete information for each student applicant. An additional applicant information page can be found at the end of this document, use as many copies as necessary.

**Funding**
The award may cover conference registration, transportation, lodging and food expenses. The Co-Directors of Undergraduate Research will review allowable expenses at the time of application.

Each student in the group is eligible for up to $100 in funding. The maximum award total is $2,000.

**Group Information**

Total Number of Student Applicants

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<th>Name</th>
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<th>Address</th>
<th>Major/Degree Program</th>
<th>Anticipated Graduation Date</th>
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Undergraduate Research Group Travel/Presentation Application

Budget Form

Overview
The budget proposed below includes the only allowable expenses. Any item listed as “other” must be reviewed and approved.

Transportation can include mileage when a college vehicle is not used. Meals are not to exceed $25.00 per day, and room service is never approved.

In order to seek reimbursement, you must provide documentation for each expense, so be make sure to collect receipts as you go.

Approved documentation includes: Original, itemized receipts and original bills (not photocopies) from hotels, airlines, etc. Credit card statements, charge slips or photocopies are not adequate support.

Submit Student Reimbursement Form (which will be provided with award notification) and all documentation for reimbursement to the Co-Directors of Undergraduate Research no more than 30 days after the expenses are incurred. Late submissions for reimbursement will not be processed.

Each student in the group is eligible for up to $100 in funding. The maximum award total is $2,000.

Complete Proposed Budget:

<table>
<thead>
<tr>
<th>PER STUDENT</th>
<th>TOTAL COSTS</th>
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<tbody>
<tr>
<td>Registration</td>
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<tr>
<td>Lodging</td>
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<td>Meals</td>
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<tr>
<td>Transportation</td>
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<tr>
<td>Other</td>
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<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Amount Requested for Group Travel Grant

Budget explanation (delineate expenses as needed and explain any costs noted as “other”)
*I certify that I have read and agree to the above conditions and have filled out the budget and funding information to the best of my ability.

Signature: ___________________________ Date: ___________________________

(Faculty sponsor)
Undergraduate Research Group Travel/Presentation Application

Student Signature Page

Each student must read and agree to the following Eligibility and Conditions:

Each student must be enrolled as a degree-seeking student at Westminster College at the time of the conference and be in good academic standing.

The student group must make a presentation or performance at the conference.

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To receive travel/presentation funding, a completed Travel/Presentation Grant Application must be submitted and approved prior to any expenditures.

Award recipients are required to participate in the Undergraduate Research & Arts Celebration in the year of their grant. Students who fail to participate in the celebration will be responsible for paying back their grant to the college in full.

*I certify that I have read and agree to the above conditions

Name: ____________________________________________
Signature: ________________________________________ Date: _____________
(Student applicant)

Name: ____________________________________________
Signature: ________________________________________ Date: _____________
(Student applicant)

Name: ____________________________________________
Signature: ________________________________________ Date: _____________
(Student applicant)

Name: ____________________________________________
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(Student applicant)

Name: ____________________________________________
Signature: ________________________________________ Date: _____________
(Student applicant)

Name: ____________________________________________
Signature: ________________________________________ Date: _____________
(Student applicant)

Name: ____________________________________________
Signature: ________________________________________ Date: _____________
(Student applicant)
Faculty Sponsor

I am familiar with this group’s project, know that this work has been accepted for presentation and verify that the presentation forum is appropriate for this work. I support these students in receiving this travel/presentation grant and have completed a proposed budget, I have discussed the Undergraduate Research & Arts Celebration with each student, and he/she has agreed to participate.

Signature: ___________________________ Date: _____________
(Faculty mentor)

Approval of Co-Directors of Undergraduate Research

Note: Signature indicates that the proposed travel/presentation meets standards appropriate for student scholarship in this field and is worthy of funding.

Signature: ___________________________ Date: _____________
(Co-Director of Undergraduate Research)

Notes (Undergraduate Research Office Use Only)
Additional Individual Applicant Information Listing:

Name__________________________________________________________
Campus Box #__________________________E-mail Address__________________________
Address_____________________________________________________________________
Major/Degree Program________________________________Anticipated Graduation Date__________

Name__________________________________________________________
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