

UNIVERSITY OF MIAMI



Office of Undergraduate Research (UGR) Travel Funding Request

The Office of Undergraduate Research (UGR) provides funding for UM undergraduate students who are presenting their projects at a research conference. The UGR funding is contingent on funding from the student's home department. If the student has secured funding from their department, UGR will match up to \$250.00 of those funds. Travel funds are limited, therefore funding is not guaranteed. Students may only claim funding once from UGR.

If you are awarded travel funding, you are responsible for covering all of your related costs up front. ***All students that have received funding are required to present at our annual Research, Creativity and Innovation Forum (RCIF) during the spring semester.***

Checklist (To be considered for funding approval, please submit the following at least two weeks before your departure):

- ___ Completed UGR Travel Funding Request Form with signatures
- ___ Unofficial transcript from CaneLink
- ___ Letter or email from the conference, confirming the acceptance of your abstract
- ___ Printed conference schedule
- ___ Letter of support for your presentation at the conference from your faculty research mentor
- ___ Copy of your presentation (If poster, an 8 1/2 x 11 copy)
- ___ Once you return from the conference, you will need to provide our office with the original receipts for the expenses to be reimbursed.

Student Information

Student Name: _____ C# _____

Major: _____ College/School: _____

Mailing Address: _____

Street

City

State

Zip Code

Cellular Phone

Email

Conference/Presentation Information:

Name of Conference: _____

City _____ State _____

Dates of Travel: _____

Presentation Title: _____

Presentation Format: Poster or Oral (circle one)

All presentations must be approved by faculty research mentor.

Research Mentor Full Name: _____

Research Mentor Approval Signature: _____

Funding Information:

Funding amount approved by home department*: \$ _____

Signature approval from home department representative:

Name (please print) Signature Date

*Home department will be responsible for processing the reimbursement. Please contact Maria Robertson at mrobertson@miami.edu to obtain account # for UGR's portion of the funding.

Any other source(s) of funding? Yes No (circle one)

If yes, indicate source(s) of funding and dollar amount: 1) _____ \$ _____

2) _____ \$ _____ 3) _____ \$ _____

Estimated Expenses:

Registration Fee: \$ _____

Air Travel: \$ _____

Ground Transportation: \$ _____

Hotel: \$ _____

Poster printing cost: \$ _____

*Meals not provided at conference: \$ _____

*Meals will be reimbursed as per UM's Travel Policy D015E <https://umshare.miami.edu/web/wda/controllers/D015E.pdf>. If meals are not provided at conference, you may claim an allowance (per diem) OR actual costs of the meals. If claiming actual cost of the meals, the original charge card receipt and the itemized restaurant bill/receipt must be submitted. This applies to all meals requested at actual cost.

Certification:

I have read the information provided above and confirm that all of the information I have provided is true and accurate. I understand that it is my responsibility to cover all related costs up front and to save all receipts so that I can be reimbursed. **I will be required to present my project at the University of Miami's Research, Creativity and Innovation Forum during the upcoming spring semester.**

Student Name (please print) Signature Date

You will be notified of your approval status by email. If you are approved for funding, after you return from the conference, please submit all receipts to your home department representative who signed above to process. They should contact Maria Robertson at mrobertson@miami.edu to obtain the account information for payment of UGR's portion of the funding. If you have direct deposit set up, your reimbursement will go into your designated account. If you do not have direct deposit, you will receive a check. Please contact the Payroll office at 305-284-3664 for check inquiries.

Approved: _____ Date: _____