



CSURF UNCW Undergraduate Travel Awards:

Administered by CSURF & the Honors College

Purpose:

The purpose of these awards is to encourage scholarship among undergraduate students at UNCW. Undergraduate students may apply for funds to assist with travel to professional conferences. All students must have a faculty sponsor and faculty members must accompany students receiving awards for travel to professional conferences.

Award Amount & Limitations:

- Awards up to \$1000 (reimbursed expenses)
- Undergraduate student receiving award must be "on the program"- that is, an author of the research being presented. Documentation of presentation acceptance is required.
- Reimbursement offered for registration, travel expenses, hotel expenses (for SHARED rooms). Meals (per diem), membership fees, and optional workshops or programs are not reimbursable.
- Individuals are eligible for one award per academic year, regardless of amount of award. Funds are allotted for entire academic year - requests will be reviewed until funds are exhausted, so **students planning on spring or early summer conference travel should submit applications as soon as possible** to ensure availability of funds. All reimbursements will be processed through the Honors office, but travel forms must originate in the home departments. See your departmental office about necessary travel forms before traveling. Applicants must retain all appropriate receipts for reimbursement.

Direct completed applications to the UNCW Honors College Office, 2nd floor, Randall Library.

What you need to do:

1. Complete this application.
2. Honors office will email you, your faculty sponsor, and department chair with award amount.
3. You must complete an e-Travel with your department before traveling
4. TRAVEL to conference.
5. Make sure you keep receipts for plane tickets, registration, and hotel.
6. Complete Travel Reimbursement on e-Travel with your department **immediately upon return** to the University after travel! Coordinate with Honors for account to charge.
7. Receive check for reimbursement.

Application for UNCW Undergraduate Research & Travel Awards

(Reimbursement check will be sent to the address provided)

Today's Date:

Dates of Travel:

Name & Location of Conference/Meeting:

Name:

FIRST

MIDDLE

LAST

Address:

STREET

CITY

STATE

ZIP

Email:

Student ID #:

Phone:

Amount Requested:

Are you enrolled in DIS (491) or Departmental Honors (499)? Neither (491) nor (499)?

Are you an employee of UNCW? Yes No

Department/Major:

Faculty Mentor/Sponsor:

Department Secretary/Contact (in charge of travel):

E-mail:

Attachments that must accompany this application

- Describe the purpose of the request and identify how it relates to the student's scholarly development.
- **Attach an abstract of the presentation and notice of acceptance for the presentation, and the name of the meeting.**
- Attach a list of the expenses you expect to incur (registration, travel, and hotel). Please see your faculty sponsor or departmental secretary to help you with this. Please be as cost efficient as possible when applying for funds (e.g. sharing rooms, carpools, etc.).
- If you are employed at UNCW, you must complete a travel authorization request, indicating the expenses that will be incurred.

Endorsement from Faculty Mentor

Yes, I will be attending the professional meeting with the student and the student is an author (presenter) at the conference "on the program".

Faculty Sponsor:

Departmental Chair:

(For Honors Use Only)

Award Amount:

Date:

Honors Approval:

cc: Department of