

URCA ASSOCIATE TRAVEL FUNDS APPLICATION

Complete this application with your mentor. Attach (1) a copy of the paper that you will be delivering, and/or (2) a catalog or program providing details about your work that will be exhibited or performed, and (3) copies of relevant correspondence documenting the competitive nature of the process by which it was selected by your professional group. Turn in the completed application with attachments to the Office of Academic Innovation and Effectiveness (RH 3115) as soon as you have confirmation of your acceptance. Applications must be received at least two weeks before the first day of travel.

*This form needs to be submitted no later than **two weeks prior to the first day of your proposed travel for consideration.***

NAME: _____ **STUDENT ID#:** _____ **STUDENT E-MAIL:** _____

MENTOR NAME: _____ **MENTOR E-MAIL:** _____

URCA ASSOCIATE PROJECT TITLE: _____

I am requesting funds to support my travel to: (check one)

- present URCA Associate project results at a professional conference.
- attend a juried exhibition or presentation of my creative work.
- compete with my URCA Associate project in a national competition.

The details of my proposed travel are as follows:

NAME OF PROFESSIONAL GROUP: _____

LOCATION OF MEETING, EXHIBITION, PERFORMANCE, OR COMPETITION:

DATES OF TRAVEL: _____ **MODE OF TRAVEL:** _____

ANTICIPATED EXPENSES (Fill out attached worksheet and transfer information to lines below.):

Transportation \$ _____ Lodging: \$ _____ Per-Diem(After Meal-Adjustment): \$ _____

Other (specify): \$ _____

EXPENSE TOTAL (Transportation + Lodging + Meals + Per-Diem(After Meal-Adjustment) + Other):
\$ _____

TOTAL REQUESTED: \$ _____

BUDGET PURPOSE NUMBER (This number is needed for transfer of funds to your department.

Please contact your department secretary or the individual in charge of the department budget to obtain this number.): _____

APPLICANT'S SIGNATURE: _____ **DATE:** _____

MENTOR'S SIGNATURE: _____ DATE: _____

Completed by Office of Academic Innovation and Effectiveness

APPROVED: _____ FUNDS COMMITTED: _____ DATE: _____

EXPENSE CALCULATION WORKSHEET:

1. TRANSPORTATION

1a. If not traveling by car, indicate mode of transportation and expected cost. Airplane and train tickets should be those that are the most economical. \$ _____

1b. If traveling by car, indicate the total number of miles you will be driving and then multiply that number by \$0.67. This is the amount you will be given for driving transportation costs.

Number of miles roundtrip: _____ Number of miles x \$0.67 = \$ _____

2. LODGING: Please include the hotel name and the price of the room per night. Please include tax in this amount.

Hotel Name: _____ Hotel Location: _____ \$ _____/night (tax included)

3. Per-Diem: Per-diem is used when a trip lasts at least eighteen hours or becomes an overnight trip. The traveler receives per-diem based on how many quarters of each day he/she is in travel status. Refer to the chart below to determine the in-state quarters:

12:00am - 5:59am--\$11.00

6:00am - 11:59am--\$11.00

12:00pm - 5:59pm--\$11.00

6:00pm - 11:59pm--\$11.00

Total \$44.00 per 4 quarters

Per Diem must be adjusted if a meal is provided with hotel fees or with registration for a conference, seminar, etc. Provided meals should be deducted from the per diem at the following rates:

1. Breakfast	\$8.50 in state or \$9.50 out of state
2. Lunch	\$12.50 in state or \$13.50 out of state
3. Dinner	\$23.00 in state or \$25.00 out of state

Sum of Quarters x \$11.00 – Meal Adjustments = \$ _____

5. OTHER (specify- ex: parking, shuttle fees, registration fees, etc.):

\$ _____

***NOTES:**

- **Receipts** are required for reimbursement; this means that receipts from the trip's above costs must be turned in to the department in order for the student to receive reimbursement.
- Students are required to **share rides and hotels** when possible in order to maximize travel funds.
- Please see **Travel Voucher Guidelines** (http://www.siu.edu/AP/travel_guidelines_07_08.htm) to ensure maximization of travel funds.

OUTCOMES:

Please provide the official citation of the work you will be presenting in the following format:

Rose, P., & Comstock, S. (February, 2010). *Buying-is-for-Belonging Beliefs and Materialistic Values as Predictors of Compulsive Buying: A Meditational model*. Poster presented at the annual meeting of the Society for Personality and Social Psychology, Las Vegas, NV.
