APPLICATION FOR UNDERGRADUATE RESEARCH AND EXPERIENTIAL LEARNING CONFERENCE AND TRAVEL EXPENSE FUNDING

The purpose of this academic year scholar program is to support University of Delaware undergraduate students with research-related conference and travel expenses. The award amount will be determined based on strength of application. Travel expenses can include conference registration, lodging accommodations, and costs related to travel. Please choose the term for which you would like to apply:

- Fall Semester Award (application deadline: October 1st)
- Spring Semester Award (application deadline: February 15th)

### Application Form

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>E-Mail Address:</td>
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<tr>
<td>Date:</td>
<td></td>
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<tr>
<td>UD ID:</td>
<td></td>
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<tr>
<td>Campus Address:</td>
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<tr>
<td>Phone:</td>
<td></td>
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<tr>
<td>Faculty Member or Community Partner Directing your Research/Project:</td>
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<tr>
<td>Department/Agency:</td>
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<tr>
<td>Director’s E-mail:</td>
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<tr>
<td>Title of Project:</td>
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</table>

In addition to this cover sheet, include the following items in your application packet:

- A 500-word statement indicating how your travel will benefit your research project. Within this statement, please be sure to include a description of your involvement in the conference or other event you are attending (e.g. will you be presenting or attending?)

- A letter from your research/project director describing the benefit of this award. The letter should be specific to this conference/travel experience. (Letters from research/project directors may be emailed as pdf documents to lbarsky@udel.edu)

- A detailed, itemized budget listing your expenses and their estimated cost. Your budget should be carefully thought-out and specific. Please review the attached document that explains expense reimbursements.

- A signed statement confirming that, if you receive this award, you will do the following:
  - Use the funding for the specific conference/travel experience you describe in your application
Submit all materials as a Word document, pdf, or paper document to:
Lauren Barsky, Associate Director (lbarsky@udel.edu) Office of Undergraduate Research and Experiential Learning, 180 South College Avenue
RECEIPTS FOR REIMBURSEMENT

Here are some pointers to follow when submitting receipts for reimbursement of research expenses:

1. **ORIGINALS**
   
   Always submit the original itemized receipt--not a photocopy, and not the customer's copy of charge card slip.

2. **IDENTIFICATION**

   Unless the receipt is self-explanatory, write on each receipt *what was purchased*.

   If you have more than a couple of receipts, submit a list grouping the expenses. Example:

<table>
<thead>
<tr>
<th>Tolls</th>
<th>Parking</th>
<th>Supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1.00</td>
<td>$3.00</td>
<td>$8.50</td>
</tr>
<tr>
<td>1.00</td>
<td>2.00</td>
<td>5.00</td>
</tr>
<tr>
<td>$2.00</td>
<td>$5.00</td>
<td>$13.50</td>
</tr>
</tbody>
</table>

   **Total $20.50**

3. **TRAVEL COSTS**

   **PLANE, TRAIN, BUS**

   If you purchase an airline, train or bus ticket, you must submit the used ticket after you have completed the trip. If your airline ticket is electronic, you must *obtain a receipt* when you check in for your flight, so that you can submit the receipt for reimbursement.

   **CAR**

   If you use your own car while conducting research, you can claim mileage. Currently the University allows .56 per mile. To receive reimbursement for mileage, submit a "Verification of Research Expenditure - Mileage" form. Have your faculty advisor sign the form.

*Questions about reimbursements should be addressed to: Mary Ann Null, Undergraduate Research Program, Tel. 831-8995.*
For my research project, I have made the following trips. This form will serve as a receipt.

**Trip #1:**
- Date: ____________________________
- To and From: ____________________________
- Purpose: ____________________________
- Miles: ____________

**Trip #2:**
- Date: ____________________________
- To and From: ____________________________
- Purpose: ____________________________
- Miles: ____________

**Trip #3:**
- Date: ____________________________
- To and From: ____________________________
- Purpose: ____________________________
- Miles: ____________

**Total Miles:** ____________

@ .56 per Mile: ______

Undergraduate Researcher: ____________________________ Date: ____________

Faculty Research Supervisor: ____________________________ Date: ____________