

UF Biology Major Undergraduate Research Travel Grant Application

Instructions

STEP 1: Complete the form below including abstract and estimated costs. *The application must be signed by your research advisor.*

STEP 2: Submit confirmations for conference registration, hotel reservation, airline confirmation and any other supporting documentation **with this application**. The supporting documentation is required for approval of funding and determining the grant amount. **Application must be received at least 5 days prior to travel.**

STEP 3: This travel grant is a reimbursement for allowable, pre-approved conference travel expenses. ****Receipts must be received immediately after returning. Students in their final semester MUST attend the conference before graduating. Funds cannot be disbursed after a student is granted their degree.****

Applicant Information

First Name: _____ Last Name: _____

UFID#: _____ UF Email: _____

Major/Track: _____ College: _____ Expected Graduation Date: _____

Advisor Name: _____ Advisor Email: _____

Budget: Please provide an estimate for costs associated with your travel and indicate if they are already paid for by another fund (grant, research lab etc.). ***Meals and incidentals are not eligible to be covered by travel grant funds.*

Expense	Estimated Cost	Is this expense paid for by another funding source? (Y/N)
Conference registration		
Airfare		
Lodging/Hotel		
Ground Transportation (taxi, uber/lyft, shuttle, rental car, etc.)		

Conference Travel Information

Travel Start Date: _____ End Date: _____

Conference name: _____

Location: _____

Presentation Information

Conference Website: _____

Type of Presentation (poster, oral, etc.): _____

Title of Presentation: _____

Abstract: Please attach a short (100-word maximum) description of your presentation to this application.

Signatures and Dates

Student

Date

Research Advisor

Date

Biology Major Approval

Date

Funds Approved:

Amount: _____ (Biology Major use only)

Reimbursable Travel Expenses:

- Flights
- Hotels
- Conference registration/lab courses
- Taxi/Uber/Lyft
- Rental car fees and fuel
- Map Mileage or fuel for personal vehicle
- Tolls

Does not include:

- Meals
- Personal hotel room charges (spa services, room service, minibar, etc.)
- Hotel incidental fee

UF policy allows you to travel one day beforehand for domestic conferences and two days before for international. If you need to travel more than one day before, it must be for business purposes.

You may use UF Air Card to book your flights, lodging, rental car fees, ground transportation, and registration fees. This allows you to book through UF GO and pay back the charges at a later time. You **MUST** still submit proof of travel. For more information, see the link below:

<https://cfo.ufl.edu/initiatives/uf-go/travel/pcard-aircard/>

Needed for reimbursement:

- Itinerary/program of conference
- Proof of conference registration
- Flight receipts/flight check-in
- Detailed hotel receipt
- Rental car receipts
- Taxi/Uber/Lyft receipts
- Fuel receipts

If you are awarded travel funds, you must turn in your receipts IMMEDIATELY after travel to be reimbursed from the Biology Major. If you do not turn in your receipts, the funds will be withdrawn and used elsewhere.