VCU Travel Grant Program

The Office of Undergraduate Research Opportunities provides support for undergraduates who present their research at regional, national and international scientific meetings. Participation at these conferences is an important opportunity for you to communicate your research to others in your field, network with undergraduate researchers and faculty, and expand your understanding of your field of research. To be eligible for a travel grant, you must present your research in either a poster or oral presentation, your name must appear in the conference abstract or proceedings, and VCU and the Office of Undergraduate Research Opportunities must be acknowledged.

**There is a limited number of travel grants available each semester, so it is highly recommended that students check to make sure that funds are available prior to submitting a travel grant. Currently, we offer an award of up to $300 per student.**

You must submit the following no later than three weeks before the conference:

1. Student Travel Award Application
2. A brief description of how presenting your research at this conference will benefit your undergraduate learning experience.
3. VCU Student Award Budget Worksheet (i.e., what will the money be used for)
4. A listing of other financial support for travel (e.g., grants/matching dollars from your major department)
5. Attach conference information (e.g., registration/travel information from conference webpage)
6. A letter of support from your faculty mentor
7. A copy of your abstract, including the title and authors
8. A letter of acceptance/invitation from the conference organizers

Allowable Expenses

1. Registration fee
2. Airfare and ground transportation
3. Mileage, if a personal car is used for travel
4. Hotel expenses, including lodging and taxes (must conform to state per diem rules) Hotels at Per Diem
5. Meals, based on the state per diem rate: State Per Diem Rates

Additional Information

1. No expenses, including allowable expenses, will be reimbursed without a receipt.
2. Review VCU’s Procurement and Payment travel guidelines [PDF]

Please complete the Student Travel Award Application and return to Herb Hill at hhill@vcu.edu or fax to 828-1887.
Student Travel Award Application

Name:_____________________________________________________________________________

Student ID:________________________________________________________________________

Local Address: _________________________________________________________

Permanent Address: _________________________________________________________

VCU E-mail Address:____________________________________________________________

Telephone:_______________________ Major:_______________________

Classification (Year at VCU):__________

Are you a member of the Honors College? _____________

Name and Location of Conference:______________________________________________

Conference Web Site: _________________________________________________________

Dates you will be attending the conference: _________________________________

Title of your presentation: _______________________________________________

Total Grant Requested:_________________________________________________________

All applications must include this form and the following attachments:
1. A brief description of how presenting your research at this conference will benefit your undergraduate learning experience.
2. VCU Student Award Budget Worksheet (i.e, what will the money be used for)
3. A listing of other financial support for travel that you have applied for and/or received
   (This could include grants/matching dollars from your major department)
4. Attach conference information (e.g. registration/travel information from conference webpage)
5. A letter of support from your faculty mentor
6. A copy of your abstract, including the title and authors
7. A letter of acceptance/invitation from the conference organizers

Faculty Mentor:_________________________ Department:___________________________

Student Signature:______________________________________ Date:__________________

Contact Herb Hill, the Coordinator of Undergraduate Research Opportunities at hhill@vcu.edu with any questions.

For Undergraduate Research Opportunities Program Use Only

__________________________________________ Amount Approved/Date
VCU Travel Grant Program

Student Award Budget Worksheet

Name of requestor: ________________________________________

VCU ID number: __________________________________________

Conference name, location and date: __________________________

Estimated cost of travel

Airfare: ___________________________________________  $______________

Train:_____________________________________________  $______________

Car (estimated miles traveled): ________________________  $______________

Other (taxi, public transportation): _____________________  $______________

Lodging: no. of days _______________ cost per day: _____________  $______________

Registration  $______________

Other expenses (specify): __________________________  $______________

Total estimated expenses  $______________

Total amount requested  $______________