



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.



Virginia Commonwealth University

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 \$ _____

