Old Dominion University

Undergraduate Student ‡•‡f"...Š Travel Award Guidelines

APPLY EARLY AS FUNDS DEPLETE QUICKLY!

The Undergraduate Student $\ddagger \bullet \ddagger f$ ". Travel Award was established to support undergraduate students' travel to local, r egional, national and international conferences sponsored by professional organizations for the purpose of r eporting the results of their research, ... ' $\bullet \uparrow - \dots - \checkmark \bullet \%$ " $\ddagger \bullet \ddagger f$ "... Š á exhibiting or performing creative works, ... ' \bullet ' $\ddagger - \checkmark \bullet \%$ '" $f - - \ddagger \checkmark \dagger \dagger \div \% - \checkmark \bullet \bullet$ Š $f \bullet \dots \ddagger - \bullet \bullet \dagger \checkmark \uparrow DULHSUDQUERS W Z RULNEL Q J V H D D R KF XDUU D FXVOL Y L W L H V V W Q Y H D Q V R D S V OFFRENS HNOUVILLS USHUMHOHUG W LRQ$

- x Awards are limited to one award per student \dagger " \hookleftarrow % Š \ddagger \hookleftarrow " f ... f \dagger \ddagger \hookleftarrow f " \ddagger :
- x This is a competitive award, so not all applications may be approved founding. While a student's research and the value of the conference are important, '-\$ ψ^* '\dagger^*. -\$ ' ' '\dagger^* \dagger^* \dagger^*
- x Available only 'students in good academic standing, registered at least 'f"-æ-‹•‡ in the semester when application is made and at least part-time in the semestertoxivel. *** Summer Exception: When registered for the previous spring and the upcoming fall semestatudents may apply and travel during the summer. If the upcoming fall hoursollowing the travel are dropped without serious extenuating circu7-dr24 Tmpls,0.012 Tw (I)Tj

multiple departments, the award will be forfeited and any expenses prepaid by the university must be reimbursed to the university. If funds are not reimbursed within 30 days of notice, a hold will be placed on the student's account.

Award š' ‡ • • ‡ •

- x Award covers up to \$500 of the following expenses
 - o Conference registration fee
 - o Hotel $, \bullet, \bullet , \bullet f \bullet \uparrow \bullet \land \bullet \land \check{Z}f , f \check{Z} \uparrow, \bullet f \land \circ \uparrow \check{Z} + \check{Z}$
 - o Round-trip transportation to the city of conference (plane, train, rental car, personal car) \ddot{a} f '• æ ‡ ... '• '• › " ‡ -f Ž \checkmark " ‡ " \checkmark " ‡ † a f ‡ f \checkmark Ž \mathring{a} " '• " ‡ " \checkmark " ‡ † -f OE • -f OE • -f OE " +f OE • -f E " +f " +f
 - o Hotel parking
- \mathbf{x} ' $\check{\mathbf{Z}}$ ' ' $\check{\mathbf{M}}$ $\mathbf{\Phi}$ • $\check{\mathbf{M}}$ $\mathbf{\Phi}$ $\mathbf{\Phi}$ $\mathbf{\Phi}$ $\mathbf{\Phi}$ ' $\mathbf{\Phi}$ '
 - o Food
 - o Shuttles or rental cars [™] (-Š) (• the city of the conference
 - o '---'•fŽ ·---"f•...‡• f•+ "‡^---‡Ž ...Šf" % ‡• ^--"f "‡•-fŽ ...f"
 - o Other incidentals
- x The amount awarded up to \$500 will depend, in part, on the number of applications received, the budget available and, in part, on the received the application by the selection committee.

Selection Proce • •

x Applications will be reviewed and scored by a selected ...ommittee compris < • ‰ members from ã

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Following Your Conference

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Old Dominion University

Undergraduate Student ‡•‡f"...Š

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... Complete Application Form (\bullet + ', \ddagger ... """ + ', \ddagger ... """ + ', \dagger + ... """ + ... """ + ... "" + ... "" + ... "" + ... "" + ... "" + ... "" + ... "" + ... " + ... "" + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + ... " + 
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                               Summary Report \tilde{a} • ‡ \approx f \% ‡ \acute{a} • \checkmark • \% \check{Z} ‡ \approx • `f \dots ‡ † " ‡ ```" – † ‡ • \dots " \checkmark ", \checkmark • \%
                                                                         -Ї ... '•^‡"‡•...‡ä
         at
                                                                • ^{\circ} "• f - ^{\circ} which you will be reimbursed H { vt\sigma include:
                              Receipts
                                                          Gas receipts for rental car used for roundtrip transportation to city of conference
                                                          All '" ⟨‰ ⟨ bofaŽding passes â î‡ Ž ‡ ... – ‡'••f‹⟨fŽ•á.. " ‡•‡Š•' – ä
                                                          Conference registration fee receipt
                                                             otel receipt (• ... Ž — † ‡ names of others sharing hotel room if applicable ä
                                                              % f • f • † ™ ‡ f " f • † - . ‡ff""ä ' • ^ ' f • " - Š' ‡ † ‡ ‡ " • Š → ' — f • † Š ੈ ੈ ਿ‰ ‡ •
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Type of and last 4 digits of credit cards used for paymesnif not indicated on receipts

Old Dominion University Undergraduate Student $\ddagger \bullet \ddagger f$ " ... Š Travel Award

APPLY EARLY AS FUNDS DEPLETE QUICKLY!

Name:			
Last	First	Middle Initial	
Local Address:			
Street		City	Stat
ODU EMail:			
Cell Phone:	Local Phone: _		
UIN:			
Credit Hours Currently Enrolled:			
Credit Hours Enrolled Semester of Tra	avel :		
Expected Date of Graduation:	Curr	ent GPA:	
Major :	Dept:		
College:			
Honors College Student:			
Yes			
No			
Degree Level:			
Freshman			
Sophomore			
Junior			
Senior			

Name of Conference (no acror	nym s):		
Location of Conference (city/state):			
Conference Website:			
Sponsored by (professional or			
Dates of Conference:			
Date of Departure:	Date of Return:		

Please itemize your travel ‡ š ' ‡ • • ‡ •. Only the following types of expenses will be covered. Do not guess at costs; have costs confirmed by the providers.

Trip Costs	Dollar Amount		Your Expense (If Sharing)		
Flight/Train (Round Trip):					
Rental Car:					
Trip Mileage (If driving your	own car):		,		
Conference Fees					
Conference Registration Fee:					
Hotel Fees \tilde{a} $\langle ", \bullet, 5 \bullet f \bullet \uparrow \bullet \langle \bullet \langle \check{Z}f" f \check{Z} - \ddagger " \bullet f - \langle \tilde{} \ddagger \check{Z}' \uparrow \% \langle \bullet \% \bullet f " \ddagger \bullet ' - " \ddagger \langle \bullet, - " \uparrow \rangle $					
Hotel Daily Rate w/o Tax:					
Total Cost of Stay with Tax:					
			•		

x If any expenses are to be paid by others or if receiving awards by others, please indicate:

Hotel Name, City and State:

Type of xpense ' "Award	Name of "'~ (†‡"	Amount

Justification Essay

1.	Provide a concise description of your presentation/performance/exhibition/ '•†— –‡ research, its relationship to your "‡•‡ f " Š ‰ ' f Ž• and the value '•''"– f • ‡ A copy or portion of the abstractis not acceptable. If attending only, address the relationship of attending the conference to $-$ Ї †‡ * ‡ * † * † * † * † * † * † * 1 Š ä
2.	What do you hope to accomplish professionally and personally from presenting at or attending this conference?
	a. Professionally
	b. Personally

SIGNATURE OF AGREEMENT

By my digital signature in the spaces below, I affirm that I have truthfully completed this
application as accurately and completely as possible. I also accept and acknowledge all conditions
of the award for which I am applying and acknowledge that I must meet all conditions of eligibility,
including required enrollment, in order to receive an award from the Undergraduate Student
Travel Fund. I understand that if I do • ' - attend the conference after vendor payments have been
made (barring an emergency out of my control), I will be heldersponsible for reimbursing the
University for the prepaid amounts. If payment a s not been made within 30 days of cancelling
attendance, a hold will be placed on my account until payent is made.

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Digital Signature of Applicant – Co mplete the	e following information t	wice.	
Name:	UIN:	Date:	
Name:	UIN:	Date:	

UGSEESTravel@odu.edu

Division of Student Engagement & Enrollment Services 2008 Webb Center

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Enhancement, and Student Government Association