

Appendix A

2012-2013

Instructions for Recipients of the Undergraduate Research Travel Fellowship Award University of Houston

Student travelers must review the following university policies and procedures:

“Travel Paid from Local Funds” - MAPP 04.02.01B; <http://www.uh.edu/mapp/04/040201B.pdf>

“Student Travel” – MAPP 04.02.04; <http://www.uh.edu/mapp/04/040204.pdf>

Two options are available for processing travel expenses: 1) Students may choose to pay out-of-pocket for all expenses and submit itemized receipts for reimbursement upon return from the trip; or 2) UH will directly pay for registration fees, hotel, and airfare so that the student will not need to pay out-of-pocket for those expenses. Meal receipts must show items purchased in order to receive reimbursement (i.e., a credit card receipt is not acceptable). Alcohol expenses will not be reimbursed by the university.

Upon receiving award notification, students must immediately forward their contact information (full name, email, and phone number) and electronic word document of their abstract to Dr. Veronique Tran (discovery@uh.edu). Mr. Dan Cato (djcato@central.uh.edu) will assist the student traveler in completing an official university Travel Request form. The university’s Travel Request form should be completed as soon as possible after the notification of award, but no later than 30 days prior to travel.

Those who prefer that UH directly purchases airfare, registration, and lodging should also submit the following details to Mr. Cato:

- Flight information for the most economical airfare for the trip
- Web address or instructions for conference/meeting registration
- Information on preferred hotel and check-in and check-out dates

Upon return from the trip, the student must submit the following to Mr. Cato in Rm 124 E. Cullen. According to university policy, *travelers must submit their request for reimbursement no later than 60 days* after travel is completed in order to receive reimbursement. The amount to be reimbursed should not exceed the pre-approved amount specified on the signed Travel Request form. Under no circumstances will reimbursement exceed \$750.00.

- Completed “Travel Expense Report”: http://www.uh.edu/finance/pages/AP_Travel.htm
- **Itemized** receipts for out-of-pocket expenses related to the trip, including meals
- Acceptance letter or email from the sponsoring organization
- A two-page first person report, which should include information on your experience presenting and traveling. This write-up may be used in marketing materials to publicize the Travel Fellowship program. We also encourage students to submit photos from your trip and conference. (Report and photos should be submitted via email to Dr. Tran at discovery@uh.edu)

Questions about the expense reimbursement process or reporting requirements should be directed to Dr. Veronique Tran at discovery@uh.edu or (713) 743-5099.