OVERVIEW

This document provides guidance for applying for funding supporting TTUHSC El Paso affiliated student travel. Pursuant to <u>HSCEP OP 77.08 Student Travel Policy</u> and <u>HSCEP OP 79.06</u> <u>Reimbursement of Travel Expenses</u>, the use of institutional resources for student travel must be within the scope of the University's mission. The associated institutional polices related to safety and travel reimbursement must also be followed.

The SARP Travel Committee reviews and approves financial support for student travel based on available funds. Students presenting their research results, obtained under the supervision of a designated faculty member, may request funds for meeting registration and other reimbursable travel-related expenses up to \$600. A student can be awarded funds for one conference per academic year (September 1 – August 31).

GOAL

SARP Travel Awards are available to provide financial assistance to eligible students presenting their research or scholarship results at conferences and symposia. SARP Travel Awards funds are available for registration fees, transportation, and lodging.

ELIGIBILITY

To be eligible to receive a SARP Travel Award, PLFSOM students must:

- Be currently enrolled.
- Be in good academic and professional standing as determined by the Office of Student Affairs.
- Have not previously been awarded a SARP Travel Award in the current academic year.
- Students must have completed all requirements of the Scholarly Activity and Research Course PSAP 5401 and received a passing grade.

APPLICATION

A completed SARP Travel Award Application must be submitted at least 45 days in advance of travel. The SARP Travel Committee meets the first Wednesday of each month; therefore, to ensure timely review, Travel Requests must be submitted by the preceding Thursday (11:59 PM).

Keys to application success:

- Provide concise rationale for how your presentation (poster or talk) will promote your scholarly development.
- Detail all travel expenses (quotes, conference fees, dates, location, etc.).
- Provide documentation of conference acceptance (talk invitation, abstract acceptance, etc.).
- Provide copy of your accepted abstract.
- Inform the Office of Student Affairs you will be traveling and obtain documentation that you are in good academic and professional standing.
- Provide information on any additional sponsorship of travel.
- Ensure that the name on any credit or debit card used for travel-related expenses matches the name of the SARP Travel Award applicant.
- Book travel and lodging accommodations early for the best rates.

Submit the SARP Travel Award Application through the RedCAP submission portal.

NOTIFICATION OF FUNDING REQUEST OUTCOME

Students will receive email notification of the outcome for their SARP Travel Award Application within 48 hours of the corresponding SARP Travel Committee meeting. Correspondence related to applications, funding and reimbursement should be via the SARP email account: <u>SARP-</u><u>ELP@ttuhsc.edu</u>.

APPLYING FOR STUDENT TRAVEL FUNDS AFTER TRAVEL OCCURRED

Students who submit travel requests for reimbursement after travel occurred will not be awarded and will be denied over email.

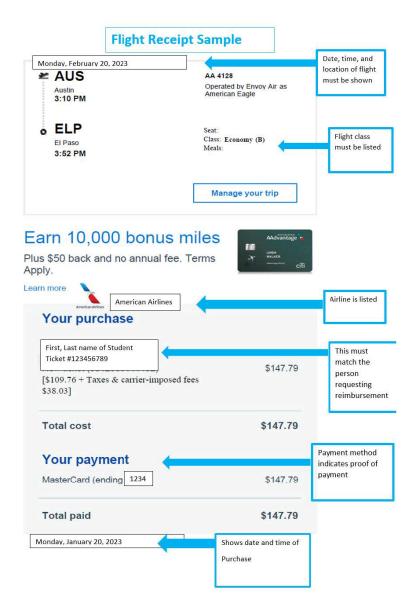
REIMBURSEMENT

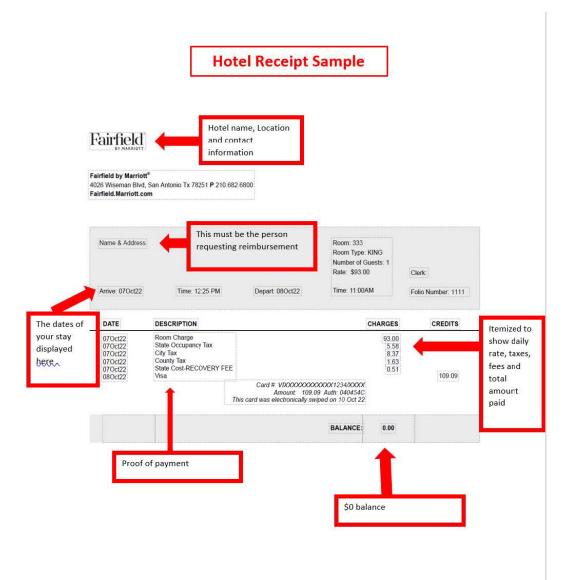
Required After Travel-Reimbursement Process Only

Upon returning from supported travel, you **MUST** follow the guidelines listed below.

- Receipts and conference itineraries/agendas should be complied into one PDF document and submitted via <u>SARP-ELP@ttuhsc.edu</u>, with the subject line "SARP Travel Award Reimbursement" no later than *5 days after your trip*.
- 2. Airfare and lodging receipts must be complete and show names, dates of travel, cardholder name, etc. Any upgraded flight travel expenses (seat assignment, extra space, business or first class, early check-in, etc.) will not be reimbursed. See example below.
- 3. A SARP Travel Award will only reimburse for hotel, airfare, and conference registration as listed on the SARP Travel Award Application budget itemization.
 - A SARP Travel Award will support the following (domestic travel only):
 - Registration
 - Airfare
 - Ground transport between airport and venue ONLY (no reimbursement for car rental).
 - Lodging
 - AirBnB rental does not qualify for lodging reimbursement. (TTUHSC HSCEP OP 79.06 <u>http://elpaso.ttuhsc.edu/opp/_documents/79/op7906.pdf</u>).
 - Per diem for meals is not included in lodging and not covered by a SARP Travel Award.

All allowable travel expenses will be reimbursed in accordance with TTUHSC HSCEP OP 79.06. <u>http://elpaso.ttuhsc.edu/opp/_documents/79/op7906.pdf</u>.





SARP TRAVEL AWARD APPLICATION

Student Name:		Phone:		
		Class	□MS1 □MS2	
R-Number		Class	□ MS3 □MS4	
		City	ST	Zip
Student Address				
Student Email				
Research or	Name:	Mentor Email Address:		
Scholarship Mentor				
Title of project:				
Date of SARP				
completion				

Have you received any SA	ARP travel support in the past?	Yes N	lo 🗆	
If yes, date of previous S	ARP travel support:			
Are you receiving any other support for this travel? Yes No				
Please disclose additional support below. (Add additional rows as necessary)				
Source of Support		Amount F	unded	

Travel/Presentation Information	
Travel Dates:	
Name of Event:	
Location:	
URL for meeting/ conference	
website:	
Presentation Date:	
Title of Presentation:	
List of authors:	

Are you the presenting author?	
Presentation Type: P	Dral Presentation at Meeting□ Poster Presentation at Meeting□ nvited Seminar □
Please Provide a copy of your accep	ted abstract:
Briefly describe how your attendance	ce will aid your scholarly development:

Estimated Travel Expenses			
Expense Type	Estimated Expense		
Event Registration:			
Transportation to and from event:			
Transportation to/from airport/lodging			
Transportation to/from event venue			
Lodging:			
TOTAL:			

For Office Use Only

Travel App Submitted	Approval (Y/N)	
Approval Date	Amount Approved	
Reimbursement Date	Travel Survey Submitted	