



# APPLYING FOR A SARP TRAVEL AWARD

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## OVERVIEW

This document provides guidance for applying for funding supporting TTUHSC El Paso affiliated student travel. Pursuant to [HSCEP OP 77.08 Student Travel Policy](#) and [HSCEP OP 79.06 Reimbursement of Travel Expenses](#), the use of institutional resources for student travel must be within the scope of the University's mission. The associated institutional policies 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.

## 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: [SARP-ELP@ttuhsc.edu](mailto:SARP-ELP@ttuhsc.edu).

## **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.



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### REIMBURSEMENT

Required After Travel-Reimbursement Process Only

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

1. Receipts and conference itineraries/agendas should be compiled into one PDF document and submitted via [SARP-ELP@ttuhsc.edu](mailto:SARP-ELP@ttuhsc.edu), 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 <http://elpaso.ttuhsc.edu/opp/documents/79/op7906.pdf>).
  - 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. <http://elpaso.ttuhsc.edu/opp/documents/79/op7906.pdf>.



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## Flight Receipt Sample

Monday, February 20, 2023

**AUS**  
Austin  
3:10 PM

**ELP**  
El Paso  
3:52 PM

**AA 4128**  
Operated by Envoy Air as American Eagle

Seat:  
Class: **Economy (B)**  
Meals:

[Manage your trip](#)

Date, time, and location of flight must be shown

Flight class must be listed

## Earn 10,000 bonus miles

Plus \$50 back and no annual fee. Terms Apply.



[Learn more](#)

American Airlines

### Your purchase

First, Last name of Student  
Ticket #123456789

\$147.79

[\$109.76 + Taxes & carrier-imposed fees \$38.03]

**Total cost** \$147.79

### Your payment

MasterCard (ending 1234)

\$147.79

**Total paid** \$147.79

Monday, January 20, 2023

Airline is listed

This must match the person requesting reimbursement

Payment method indicates proof of payment

Shows date and time of Purchase



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## Hotel Receipt Sample



Hotel name, Location and contact information

Fairfield by Marriott®  
4026 Wiseman Blvd, San Antonio Tx 78251 P 210.682.6800  
Fairfield.Marriott.com

Name & Address

This must be the person requesting reimbursement

Room: 333  
Room Type: KING  
Number of Guests: 1  
Rate: \$93.00

Clerk:

Arrive: 07Oct22

Time: 12:25 PM

Depart: 08Oct22

Time: 11:00AM

Folio Number: 1111

The dates of your stay displayed here

DATE	DESCRIPTION	CHARGES	CREDITS
07Oct22	Room Charge	93.00	
07Oct22	State Occupancy Tax	5.58	
07Oct22	City Tax	8.37	
07Oct22	County Tax	1.63	
07Oct22	State Cost-RECOVERY FEE	0.51	
08Oct22	Visa		109.09
		<b>BALANCE:</b>	<b>0.00</b>

Itemized to show daily rate, taxes, fees and total amount paid

Card #: VXXXXXXXXXXXXXXXXX1234XXXX  
Amount: 109.09 Auth: 040454C  
This card was electronically swiped on 10 Oct 22

Proof of payment

\$0 balance



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## SARP TRAVEL AWARD APPLICATION

<b>Student Name:</b>		<b>Phone:</b>		
<b>R-Number</b>		<b>Class</b>	<input type="checkbox"/> MS1 <input type="checkbox"/> MS2	<input type="checkbox"/> MS3 <input type="checkbox"/> MS4
<b>Student Address</b>		<b>City</b>	<b>ST</b>	<b>Zip</b>
<b>Student Email</b>				
<b>Research or Scholarship Mentor</b>	<b>Name:</b>	<b>Mentor Email Address:</b>		
<b>Title of project:</b>				
<b>Date of SARP completion</b>				

Have you received any SARP travel support in the past? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, date of previous SARP travel support:			
Are you receiving any other support for this travel? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Please disclose additional support below. (Add additional rows as necessary)			
<b>Source of Support</b>		<b>Amount Funded</b>	

Travel/Presentation Information	
<b>Travel Dates:</b>	
<b>Name of Event:</b>	
<b>Location:</b>	
<b>URL for meeting/ conference website:</b>	
<b>Presentation Date:</b>	
<b>Title of Presentation:</b>	



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<b>List of authors:</b>	
<b>Are you the presenting author?</b>	
<b>Presentation Type:</b>	Oral Presentation at Meeting <input type="checkbox"/> Poster Presentation at Meeting <input type="checkbox"/> Invited Seminar <input type="checkbox"/>
<b>Please Provide a copy of your accepted abstract:</b>	
<b>Briefly describe how your attendance will aid your scholarly development:</b>	

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



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For Office Use Only

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