Student Conference Travel Program

**Purpose** To promote undergraduate research and support the academic development of North Central students by funding travel to disciplinary/research conferences.

**Eligibility**
- Open to current, degree-seeking, undergraduate students at North Central College from any major.
- Students who graduate prior to the end of the academic year or who take a one-term hiatus are still eligible for funding for the entire academic year as long as they are enrolled fulltime for at least one term during the academic year in which they present their research.
- Students who are dismissed from or who leave North Central College without graduating are not eligible for funding after their departure.
- Applicants must have been officially notified that their project (e.g., paper, poster, artwork, etc.) has been accepted for presentation. The official notification (letter, email, etc.) must be attached.
- Applicants must be seeking funding for a disciplinary professional conference, honors conference, general undergraduate research conference, or similar official event.
- The conference may be domestic or international.
- The same project can be funded for presentation only one time, although the student can self-fund presentation at a second conference.
- The student must have no disciplinary or other relevant college-wide issues outstanding with the Dean of Students that would prohibit his/her participation.

**Funding Guidelines**
- Program funding is limited each year and application decisions will be based on availability of funds.
- Each student is typically eligible for a maximum of $650 in conference travel reimbursements from this fund in each academic year. Funding is dispersed as follows:
  - The first $100 in submitted allowable expenses will be reimbursed in full.
  - The next $100 in submitted allowable expenses are the responsibility of the student.
  - The next $550 in submitted allowable expenses will be reimbursed in full.
  - Remaining expenses can be reimbursed at the discretion of the Office of Undergraduate Research, provided a preliminary budget was submitted and funds are available.
- All other expenses are the responsibility of the student.
- A student may receive up to four years of funding during her/his studies at North Central. No one year may exceed the maximum funding level.
- A student may be funded or partially-funded to present at more than one conference in an academic year, so long as the projects are not identical and funds are available. Typically, a student should expect travel to one conference supported in each academic year.
- A student may request a travel advance of their projected expenses, but should allow at least two weeks to receive the check. Upon return from the conference, the student must submit allowable receipts to clear the advance. Any advanced funds for which no allowable receipts are submitted are to be repaid to North Central by the student within one week.
- Funding will be withdrawn if a student fails to attend and present their work. In this case, any advanced funds or expenses paid on the student’s behalf by NCC must be re-paid by the student.
**Participation Guidelines**

- Participants are representing North Central College publicly and should be mindful of their role as ambassadors.
- Applying for funding implies the student’s agreement to comply with all NCC Student Handbook conduct guidelines (e.g., alcohol and drug use, etc.).
- All applying students must complete the attached waiver form (see page 2).
- Complete applications must be submitted at least two weeks prior to travel.
- Typically, a group of four or fewer students attending the same conference need not be accompanied by a NCC faculty or staff member. Groups of five or more students are typically accompanied by one or more NCC faculty or staff member(s). Accompanying faculty or staff will not be funded through this program and should seek funding from their own conference travel budget or their department.
- Students are expected to minimize the amount of missed class time when planning travel.
- In most cases, students self-register and make their own travel arrangements. Multiple students attending the same conference are expected to coordinate itineraries (e.g., share a ride to the airport).
- When possible and appropriate, students will be paired with a roommate to minimize hotel costs. Please contact us with roommate preferences or special circumstances that need to be taken into consideration.
- Students under the age of 18 must have guardian give consent (letter/email) for participation.

**Allowable Expenses**

- The program funds the following expenses:
  - Airfare or auto mileage, whichever is more economical
  - Travel to/from airports
  - Travel to/from the conference if nearby hotel accommodations are cost prohibitive
  - Conference registration fee
  - Lodging
  - Meals up to $15 per day
  - Presentation costs (e.g., posters) up to $75
- Original paid receipts must be submitted for all reimbursable expenses.
Release of Liability and Assumption of Personal Responsibility
North Central College Student Conference Travel Program

In consideration of the privilege of participation in this program and for the arrangements made by North Central College, I do hereby assume all risks associated with such activities and do hereby release and hold the College and its agents and employees harmless from any and all liabilities, actions, claims, or demands of every kind or nature whatsoever, which may arise from or in connection with this travel program. Terms hereof shall serve as a release and assumption of risk for the undersigned heirs, executors, administrators and for all members of the undersigned family including any minors.

I accept full responsibility for my physical and medical condition.

Further, I agree to indemnify, defend, and hold the College harmless as well as its agents and employees for any liability, damages, cost, claims, arising or incurred, either directly or indirectly, as a result of any injuries sustained or accident occurring during the course of said program including any claims by third parties by reason of any such loss.

In addition:
1) I recognize that I will be serving as an ex-officio ambassador of North Central College and I agree to respect all rules and regulations determined by the host institution. Accordingly, I agree to respect the rights of other program participants and not to engage in any illegal conduct. I understand that the use of drugs other than those prescribed by a physician will not be permitted or tolerated. I also agree to comply with all behavioral guidelines articulated in the NCC Student Handbook. Violation of above conduct will result in disciplinary action by North Central College above and beyond any legal ramifications.

2) I hereby grant full permission to North Central College and their representatives to use my name and/or picture in any visual or audio reports, recording, or other account of this college related event or its results, for any purposes, without any obligation on the part of any person to compensate me.

I certify that I have read the above policy and agree to comply with its terms and conditions as stated.

Participant’s Signature / Date  Participant’s Name (please print)
Participant’s Cell #: ____________________________

Emergency Contact (Full Name) / Relationship:  _________________________________________
Address:  ________________________________________________________________________
Home Phone:  _________________  Cell:  ___________________  Work:  _____________________
Email:  __________________________________________________________________________
Student Conference Travel Program
Grant Application

Note: Submit this form and supporting documents to Amy Smith in the Office of Academic Affairs on the 5th floor of Old Main at least 2 weeks prior to conference date. Late or incomplete applications will not be considered.

Name: __________________________________ Student ID: _______________________________
Local Address: ____________________________________________________________ Cell: __________________
________________________________________________________________________
Major(s) ________________________________ Minor(s) ___________________________
________________________________________________________________________
Expected Graduation Date: _____________________________
Title of Presentation: __________________________________________________________________
___________________________________________________________________________________
Conference Name: __________________________________________________________________
Conference Location: _________________________________ Dates: __________________________
Hotel Name and Phone Number: _______________________________________________________

Supporting Documents
Also submit with this form the following documents:
1. A signed waiver form (page 3 of application).
2. Complete travel budget form (page 5 of application).
3. A copy of your conference proposal/abstract, or a copy of the complete presentation.
4. A copy of a communication confirming acceptance of your presentation, such as a letter/email from the conference organizer.

Applicant’s Agreement
I have read and agree to all the program guidelines articulated on pages 1 and 2 of this application. I understand that, if funding is received as an advance, then failure either to participate in the conference or submit receipts upon return from the conference will result in a financial hold on my student account.

All of the information contained on this form is true to the best of my knowledge. I understand the Dean of Students will be contacted to verify there are no disciplinary or other relevant college-wide issues regarding my status with North Central College.

________________________________________________________________________
Participant’s Signature                                                        Date
# Student Conference Travel Program

## Travel Budget Form

**Directions** Submit budgeted expenses with the application form. **Keep a copy of this form** and submit the copy with actual expenses and all receipts after returning (within 10 days). Receipts are necessary for all reimbursements and must be turned in with the actual expense figures.

Questions about the budget should be directed to Kristin Geraty, Associate Dean for Engaged Learning, at kgeraty@noctrl.edu.

Name: ____________________________________________  Student ID: ________________

### Transportation

*Minimize costs by selecting low-priced airline tickets and sharing rides when possible.*

<table>
<thead>
<tr>
<th>BUDGET</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flights (specify) ___________________________</td>
<td>$ ________________</td>
</tr>
<tr>
<td>Rail (specify) ______________________________</td>
<td>$ ________________</td>
</tr>
<tr>
<td>Private Auto __________ (miles reimbursed at NCC rate)</td>
<td>$ ________________</td>
</tr>
<tr>
<td>Transportation to/from airport ____________________</td>
<td>$ ________________</td>
</tr>
<tr>
<td>Other (specify) ____________________________</td>
<td>$ ________________</td>
</tr>
</tbody>
</table>

**Total Transportation** $ ________________

### Lodging

<table>
<thead>
<tr>
<th>BUDGET</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel room: $_________ per night, for _________ nights</td>
<td>$ ________________</td>
</tr>
<tr>
<td>Other lodging (specify) __________________________</td>
<td>$ ________________</td>
</tr>
</tbody>
</table>

**Total Lodging** $ ________________

### Other Expenses

<table>
<thead>
<tr>
<th>BUDGET</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference registration fee</td>
<td>$ ________________</td>
</tr>
<tr>
<td>Meals at $15 per day (maximum) for _________ days</td>
<td>$ ________________</td>
</tr>
<tr>
<td>Presentations costs (e.g., poster), maximum $75</td>
<td>$ ________________</td>
</tr>
</tbody>
</table>

**Total Other Expenses** $ ________________

**Total Requested (maximum is typically $650)** $ ________________

Advance Requested?  ____No  ____Yes (Check requests take up to two weeks to process)

Advance amount requested: $_____  Pick up check in Old Main?  ____No  ____Yes

(If not picked up, checks will be mailed to the address that the Business Office has on file)

For Office Use Only:

<table>
<thead>
<tr>
<th>Amount Approved</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Amount</td>
<td>Date</td>
</tr>
<tr>
<td>Reimbursed Amount</td>
<td>Date</td>
</tr>
</tbody>
</table>

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