Student Travel Funds
Scholarship and Research Presentations

Eligibility Criteria
All undergraduate students enrolled in any program at Clarion University who are presenting research, creative, or scholarly activities are eligible to apply for funds to support travel expenses related to these opportunities. Funds are not available for travel to attend courses or classes. All students who request funds must have a minimum GPA of 2.5. Students may apply for travel funds to present at one event per semester.

What Types of Travel May Be Funded?
The Undergraduate Research Committee will favor funding those opportunities where the student is presenting the results of scholarship. Students can apply individually for separate presentations or as a group for combined presentations. Where students are travelling as a group, one individual should take the lead on the application. However, it should be clearly stated on the application that each student in the group is actively involved in the project and is requesting travel reimbursement. The committee may rely on departmental input to determine what events constitute appropriate scholarly activities for any given discipline as the committee realizes that scholarly activities are not limited to traditional research conferences.

Funding Levels
A maximum of $500 is allotted for travel to national conferences and a maximum of $250 is available for state and regional conferences. Travel expenses may include registration, accommodations, airfare, and mileage. The reimbursement may not cover all expenses, thus students will be responsible for payment of the balance.

Procedure for Requesting Funding
Funding approval consists of a two-step process. The first step is to gain the Undergraduate Research/Scholarship Review Committee recommendation. Students should submit a signed electronic PDF application to Dr. Susan Prezzano and Dr. Steve Harris in advance of the actual conference to allow committee reviewers the necessary time for consideration. We recommend submitting eight weeks prior to your departure date; applications will not be considered less than four weeks prior to the date of departure. Each student must apply for funds if he/she will be requesting reimbursement, although one form may be used for a group project. The student should complete the attached travel request form. The committee-recommended applications will be forwarded to Academic Affairs for final review and approval. The faculty mentor’s support of the request is indicated by his/her signature on the form.

The University covers travel expenses in two ways. For those students on the university payroll with work-study status travel expenses are reimbursed as a travel voucher after providing evidence on the form and a receipt for each item to be reimbursed. These expenditures should be aligned with the original proposal application. Funds are not awarded prior to the travel. For those students not on the university payroll a voucher for expenses must be applied for through the Accounts Payable Department. Reimbursement is in the form of a stipend/honorarium for which each student must fill out a “request for taxpayer id” form. Students in both groups should also keep receipts for expenditures and complete a university “Travel Approval Request” form prior to the actual travel.

What is the Timeframe for the Awarding of Grants?
All funds must be expended and reimbursement claims submitted within one fiscal year (July 1st through June 30th). Completed applications should be sent to Dr. Prezzano (sprezzano@clarion.edu) and Dr. Harris (harris@clarion.edu).