

**2002-03 Undergraduate Student Professional Meeting Attendance  
 Request for Travel Funding Application**

*Please submit a separate application for each meeting you would like to attend.*

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of meeting or symposium: \_\_\_\_\_

Location of meeting/symposium: \_\_\_\_\_ Date/s of meeting: \_\_\_\_\_

*Please check one:*

- I am an invited presenter.  
 I am presenting a contributed paper or poster.  
 I am not presenting a paper or poster, but would like to attend.

Estimated meeting expenses:

<i>Per Diem:</i>	<i># Days</i>	<i>Cost</i>	<i>Sub-Total</i>
Estimated lodging*			
Estimated food*			
<i>Travel/Registration:</i>	<i># Miles</i>	<i>Cost</i>	<i>Sub-Total</i>
Estimated car travel*			
Estimated air travel			
Registration fee			
<b>TOTAL Estimated Cost</b>			

*\*Reimbursement rates on page 3. State policy requires that everyone travel the most economical way; mileage reimbursement may not exceed super-saver fare.*

Mentor name:	
Including grant and contract money, how much funding is available for travel from your Mentor's lab or other sources?	\$ _____

To apply for travel funds, please submit this application plus the following information to the IBS-CORE office (HS 111):

- An abstract of contributed paper/poster as a hard copy and on IBM-PC formatted disk.
- A copy of the meeting registration form.

Travel requests for meetings held between September 1, 2002 and January 31, 2003 must be submitted to the IBS-CORE office (HS 111) by Friday, October 4. Requests for meetings held between February 1 and June 20, 2003 must be submitted by Friday, February 14.

Details pertaining to the award of travel funds:

- Travel awards are only available to undergraduate students with a declared major in the Division of Biological Sciences at The University of Montana.
- Up to \$500 is available per meeting request.
- IBS-CORE funding *must be acknowledged* in all papers and reports. Please use this format: “This work was funded by an IBS-CORE Undergraduate Research Fellowship to [student name here] through a grant from the Howard Hughes Medical Institute to The University of Montana”.
- Project IBS-CORE would appreciate a photo of you presenting your paper or poster at the conference.

Priority for allocating travel funds are determined using the following criteria. One is highest priority and three is lowest priority:

<b>Priority</b>	<b>Description</b>
1	Travel to national or regional meeting as an invited presenter to participate in a symposium or to give a keynote presentation, etc
2	Travel to national or regional meeting to present a contributed (non-invited) paper or poster.
3	Travel to national or regional meeting merely to attend presentations.

# TRAVEL REIMBURSEMENT RATES\*

	IN-STATE	OUT-OF-STATE
<b>Meals</b>		
Travel Time 3 hours or less	NONE	NONE
Greater than 3 hours and at least 3 hours within each of the following ranges:		
▪ Morning: 12:01 am to 10 am	\$5.00	\$6.00
▪ Midday: 10:01 am to 3 pm	\$6.00	\$6.00
▪ Evening: 3:01 pm to 12 midnight	\$12.00	\$16.00
<b>Total</b>	<b>\$23.00</b>	<b>\$28.00</b>

**Lodging – overnight (receipt required)**

Actual cost not to exceed (plus lodging tax)\* **\$35.00\*** **\$50.00\***

\* *Current state lodging rate of reimbursement*

In certain circumstances a traveler may be reimbursed for the actual cost of lodging if the following criteria has been met:

- The city is listed as a Montana high-cost city on the Department of Administration list.
- The purpose of the travel is to attend a conference, which is being held at the lodging site.
- Government rates were requested and were not available at the hotel where the traveler is staying.
- *Approval to be reimbursed at a higher rate must be requested PRIOR to travel.*
  - [http://www.umt.edu/bussrvcs/forms/Request\\_for\\_Reimbursement\\_for\\_Out\\_of\\_State\\_Lodging.pdf](http://www.umt.edu/bussrvcs/forms/Request_for_Reimbursement_for_Out_of_State_Lodging.pdf)

**Transportation**

Private vehicle:

Monthly miles less than 1000	\$ 0.365/mile	\$ 0.365/mile
Monthly miles that exceed 1000	\$ 0.335/mile	\$ 0.335/mile

Airfare:

We will only fund lowest-rate airfares.

**Project IBS-CORE will only fund lowest-rate and legal out-of-state per diem and lodging rates.**

\*Rates as of September 2002