**UNDERGRADUATE PHYSICS MAJOR TRAVEL POLICY**

1. This program is only open to declared Physics majors who are registered Stanford students in the quarter in which travel occurs. In the case of summer travel the student must be able and intending to register in the following autumn quarter. Exceptions may be granted by the Chair of the Undergraduate Studies.
2. There is a maximum possible reimbursement amount of $1000 per student per trip. In the case of limited available funds, priority will be given to those who have received the fewest prior travel reimbursements from the Physics Dept. in their undergraduate career. There is no guarantee of funding, it is dependent on the amount of funds available.
3. You must submit a rough budget for all costs for which you intend to ask for reimbursement. After the trip is completed you must submit all receipts in order to receive reimbursement.
4. You must demonstrate that you have applied for all other available sources of funding (e.g. from the conference itself) and will use those first before the Physics Dept. funds. This includes UAR Conference Grants if eligible: https://undergrad.stanford.edu/opportunities/research/get-funded/explore-uar-student-grants
5. On the application you must explain in a few sentences why you are going, what benefit you hope to get from the travel. After the trip, you must submit a paragraph of the benefit gained along with your request for reimbursement.
6. Trips to interview for jobs have been specifically excluded.
7. Either your undergraduate Physics Dept. advisor or your research advisor (if this is a research-related trip and if your research advisor is a Stanford faculty member) must sign your application stating they believe this trip will provide a benefit to your education. You will then submit your application to Elva Carbajal in the Physics Dept. main office for approval by the Chair of Undergraduate Studies.
8. Since this travel is university business, reimbursements are NOT tax reportable and can only be paid after the trip has been taken. Be sure to keep all travel receipts and submit them at the time of reimbursement. Students will not be reimbursed for travel done while on leave of absence.
9. Prior to making travel arrangements etc., the attached form must be completed and submitted to the Undergraduate Student Services Coordinator, Elva Carbajal, Varian Building room 107.
10. Questions regarding Physics Department travel reimbursement funds should be directed to Elva Carbajal, elva@stanford.edu, (650) 723-4362.

You should apply on or before the following dates in order to receive full consideration. If you submit after this date you may receive approval, conditional on funds remaining. You may only apply for one trip in any given 6 month period.

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| **For travel during the months of:** | **Apply on or before the preceding:** |
| January, February, March, April, May, June | December 1 |
| July, August, September, October, November, December | June 1 |

**APPLICATION FOR FUNDING FOR PROFESSIONAL**

**CONFERENCE REIMBURSEMENT**

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| **TO BE COMPLETED BY STUDENT** | |
| First & Last Name: |  |
| Email Address: |  |
| Student ID Number: |  |
| Phone Number (with area code): |  |
| Are you registered in the current quarter? | |  |  | | --- | --- | | * Yes | * No | |
| Conference title: |  |
| Dates of Conference: |  |
| Location: |  |
| Estimated conference budget expenses: | Airline Ticket: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Ground Transportation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Registration Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Travel Meals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| In a few sentences, what is the purpose/educational benefits of attending the conference? |  |
| List the prior trips (with dates) for which you have received Physics Dept. reimbursement: |  |

Please attach a copy of any official invitation to participate (e.g. present a paper/poster or serve on a panel) in a professional conference for which you are requesting conference reimbursement.

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**Student's Signature**: **Date**:

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| *By signing this application, I believe this trip will provide a benefit to my advisee’s education.*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Advisor or Research Advisor’s Signature:******Date****:* |

|  |  |
| --- | --- |
| **THIS SECTION TO BE COMPLETED BY PHYSICS DEPARTMENT** | |
| Expenses accrued to date: | Expenses as of September 1: |
| Amount approved by department: |  |
| PTA# |  |

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**Student Services Officer Signature**: **Date:**

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**Chair of Undergraduate Studies Signature**:  **Date:**