SARP TRAVEL AWARD

OVERVIEW

This document provides guidance for applying for funding supporting TTUHSC El Paso affiliated student travel. Pursuant to https://ttuhscep.edu/opp/_files/77/op7708.pdf and https://ttuhscep.edu/opp/_files/79/op7906.pdf, the use of institutional resources for student travel must be within the scope of the University's mission. The associated institutional polices related to safety and travel reimbursement must also be followed.

The SARP Travel Committee reviews and approves financial support for student for 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.
- Students must have completed all requirements of the Scholarly Activity and Research Course PSAP 5401 and received a passing grade.

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: mailto:SARP-ELP@ttep.edu.

AWARD REQUIREMENTS AND POST AWARD DELIVERABLES

SARP Travel Award recipients are required to:

1. Maintain professional and academic standards
2. Complete and submit the Post Conference Travel Survey within two weeks of completing their travel experience.

Instructions and submission guidance for the Post Conference Travel Survey will be provided to students via email.

Failure to fulfill the award requirements, including the required Post Conference Travel Survey by the deadline, may result in Ineligibility for any future SARP funding opportunities.

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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.

REIMBURSEMENT

Required After Travel-Reimbursement Process Only

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

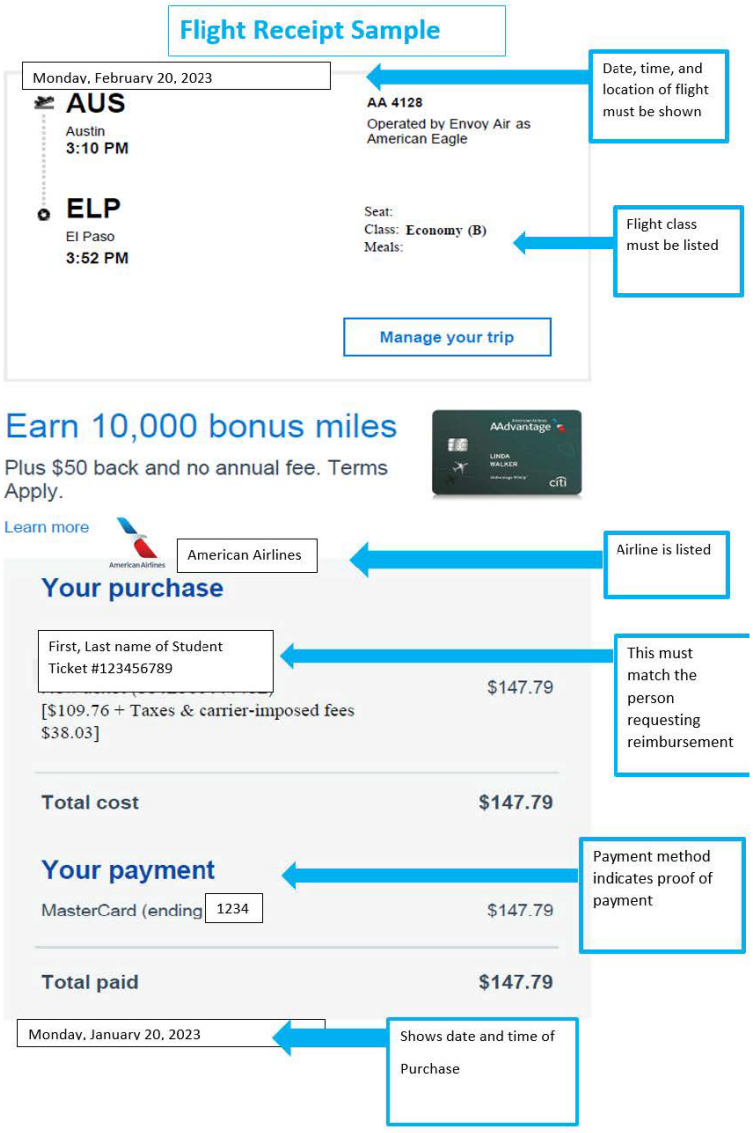
1. Receipts and conference itineraries/agendas should be complied into one PDF document and submitted via SARP-ELP email, with the subject line "SARP Travel Award Reimbursement" no later than ***5 days after your trip***.
2. Airfare and lodging receipts must be complete and show names, dates of travel, 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 https://ttuhscep.edu/opp/_files/79/op7906.pdf).
     - Per diem for meals is not included in lodging and not covered by a SARP Travel Award.

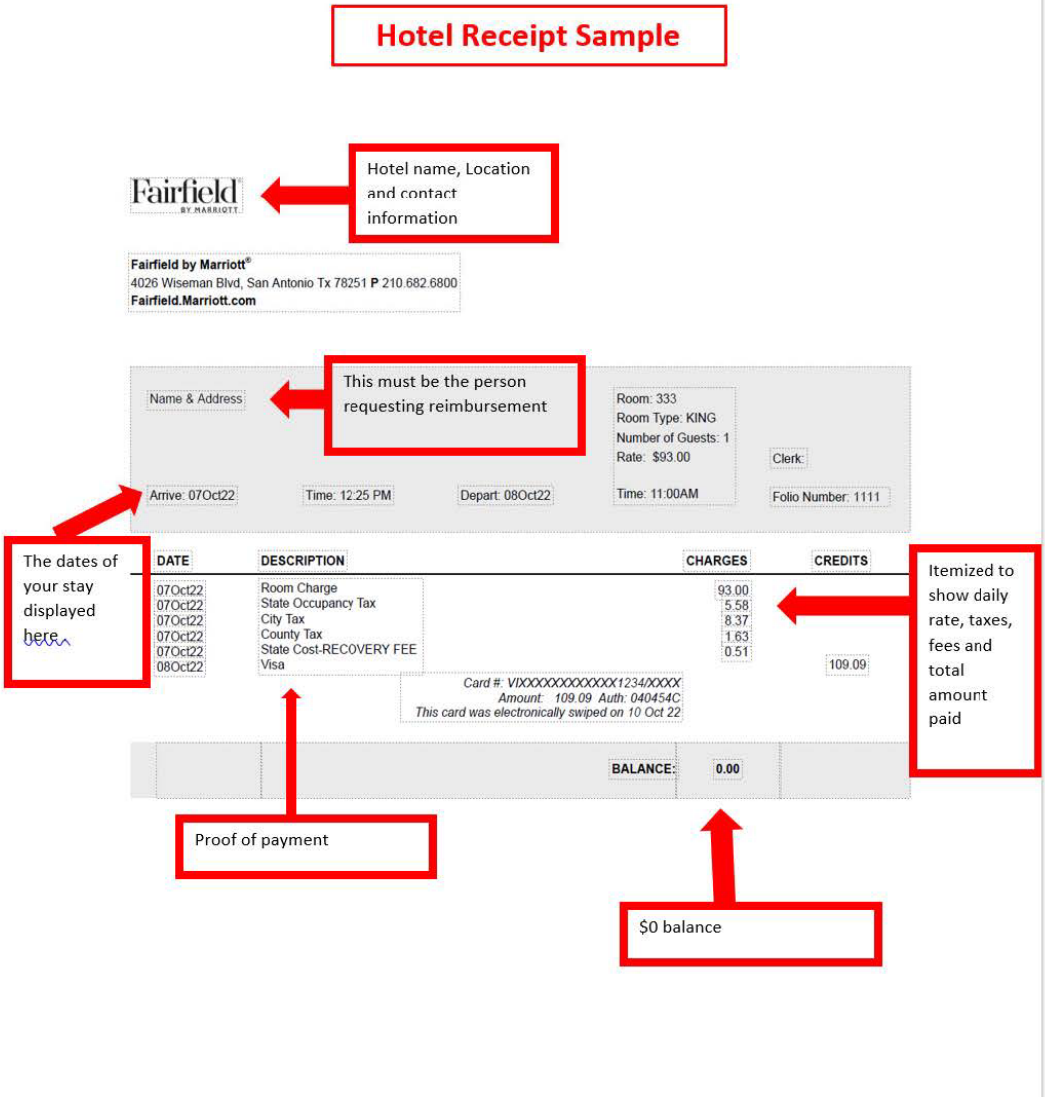
All allowable travel expenses will be reimbursed in accordance with TTUHSC HSCEP OP 79.06. https://ttuhscep.edu/opp/_files/79/op7906.pdf.

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Hotel Receipt Sample



SARP TRAVEL AWARD APPLICATION

Student Name:		**Phone:**		
R-Number		**Class**	☐MS1 ☐MS2 ☐ MS3 ☐MS4	
Student Address		**City**	**ST**	**Zip**
Student Email				
Research or Scholarship Mentor	**Name:**	**Mentor Email Address:**		
Title of project:				
Date of SARP completion				

Have you received any SARP travel support in the past? Yes☐ No ☐			
If yes, date of previous SARP travel support:			
Are you receiving any other support for this travel? Yes☐ No ☐ **Please disclose additional support below. (Add additional rows as necessary)**			
Source of Support		**Amount Funded**	

Travel/Presentation Information	
Travel Dates:	
Name of Event:	
Location:	
URL for meeting/ conference website:	
Presentation Date:	
Title of Presentation:	
List of authors:	

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Are you the presenting author?	
Presentation Type:	**Oral Presentation at Meeting☐** **Poster Presentation at Meeting☐** **Invited Seminar ☐**
Please Provide a copy of your accepted abstract:	
Briefly describe how your attendance will aid your scholarly development:	

Estimated Travel Expenses	
Expense Type	***Estimated Expense***
Event Registration:	
Transportation to and from event:	
Transportation to/from airport/lodging	
Transportation to/from event venue	
Lodging:	
TOTAL:	

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Travel App Submitted		**Approval (Y/N)**	
Approval Date		**Amount Approved**	
Reimbursement Date		**Travel Survey Submitted**	