**Student Travel Application**

Simpson College student travel stipends are awarded to Simpson College students who complete research and who are presenting their research at a conference or symposium. Travel stipends are intended to offset some of the cost associated with traveling to present undergraduate research. In many cases, students and/or academic departments will need to share the responsibility of the cost associated with student travel.

Generally, travel stipends are limited to $750 per student. Travel stipends may be used to reimburse printing of posters, conference registration fees, lodging, mileage, vehicle rental, and/or airline travel. Due to limited funds, some requests may not be funded.

Consideration of travel stipends for students for the 2023-2024 academic year is currently underway. Funds will be awarded on a first come first served basis.

Students should apply for travel stipends as soon as they know they will be attending the conference.

To be eligible for student travel awards, students must submit a complete application to the Director of Undergraduate Research (**undergradresearch@simpson.edu**) at least two weeks prior to travel.

All students receiving travel stipends must submit an abstract to present their research at the annual Simpson College Undergraduate Research & Creativity Symposium.

After travel, presenters must submit itemized travel receipts to the Director of Undergraduate Research (**undergradresearch@simpson.edu**) to be processed for reimbursement.

# Part 1: Student and Conference Information

|  |
| --- |
| Name:  |
| Email Address:  |
| Expected Graduation Date:  |
| Phone Number:  |
| Research Advisor:  |
| Conference Attending:  |
| Conference Dates:  |
| Type of Presentation (Oral, Poster, Performance, etc.):  |
| Abstract:  |

# Part 2: Budget Information

|  |  |
| --- | --- |
| **Category**  | **Amount Requested**  |
| Poster Printing  |   |
| Conference Registration Fee  |   |
| Lodging  |   |
| Mileage ($0.655 per mile in 2023) From: Indianola To:  |   |
| Vehicle Rental / Shuttle / Taxi  |   |
| Airline Travel  |   |
| **Total Amount Requested**  |   |

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Research Advisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_