**Student Travel Policy and Requirements**

 The maximum funding allocation for travel to present EURECA research is $500 per project *on a First Come First Serve basis* and is not guaranteed. [Travel Expense Request forms](https://msutexas.edu/busoffice/travelmanagement/_assets/files/travel-request-form.xls) are linked here and on our webpage. All Requests must be submitted before *any* travel arrangements to ensure adequate funding from all resources.

1. **MSUTexas Student Travel Policy:**
* Students who submit travel requests must also follow MSU Texas Travel Protocol Policies as outlined in the [MSU Texas Student Handbook](https://msutexas.edu/student-life/_assets/files/handbook.pdf).
* Students who travel must submit the **Student/Group Travel form** from the Handbook to the Donna Vidmar in the Dean of Students office.
* In order to facilitate travel documentation and funding process, the UGR office asks that you and your mentees coordinate travel between UGR office and your department secretary.

NOTE: Form change! Please use the following form!

* We use the same **Request for Travel Authorization (RTA)** that MSU Texas uses from the [MSU Texas Travel Management](https://msutexas.edu/busoffice/travelmanagement/index.php) webpage. This document should be filled out as completely as possible, and signed by y our mentor, and department chair/Dean as applicable. Send the form electronically to the UGR office as directed in the next section.
1. **EURECA Requirements:**
* You must submit [Travel Expense Request/RTA](https://msutexas.edu/busoffice/travelmanagement/_assets/files/travel-request-form.xls) form no later than 3 weeks prior to conference submission deadlines. This needs to be signed (we accept electronic signatures) by: the student traveling, the mentor, the department ( person who has funding authorization). Once signed send it electronically to Julie Scales- julie.scales@msutexas.edu.
* Booking of airfare, rental cars, hotels are your responsibility, however Julie will be able to assist you.
	+ Airfare: MSU Texas contracts with Park Air Travel, or you may book on your own.
	+ MSU Texas vehicles may be requested through Facility Services- OnlyFaculty or certified MSU personnel are allowed to drive the MSU vehicles.
	+ Enterprise Only Faculty and authorized Staff may rent a car through Enterprise.
	+ Hotels are often linked with the conference or hosting the conference have lowered rates. These rooms tend to book quickly and may have deadlines.
* Coordinate with your department and the UGR in the event that multiple students may be traveling to the same conference—this could save on travel expenses
* Reimbursement will be processed upon return from conference. Student is required to submit itemized and signed receipts within 3 days of return. Screenshots of receipts, or copies of credit statements, are not acceptable.
* EURECA will not pay for memberships to organizations requiring such prior to registration for, or submitting of an abstract. (Exception: CUR-all mentors and students should register with CUR). This is the registration link for [Council on Undergraduate Research.](https://myaccount.cur.org/join)
* EURECA and UGR office will assist the student with completing documents for their travel.
* **Important Reminder**: *In the event that you fail to attend a conference for which funds were pre-paid by EURECA, your mentor or department, (for transportation, registrations, and/or abstract submissions), you will be responsible for the reimbursement of all funds accordingly. (This is exclusive of flights canceled by airline, or canceled conference due to reasons beyond your control. Proof of these must be provided as well).* Contact our office at 940-397-6274 or eureca@msutexas.edu if you have concerns about this.