



President's Undergraduate Research Award (PURA) Information Travel Awards

PLEASE READ CAREFULLY!

1. Students are provided with a \$1000 maximum to cover costs associated with travel to a conference or symposium. The student is **required** to give a paper, poster, or exhibit their work in another medium that is professional accepted in their field of study. Students should show documentation (i.e., copy of conference program, etc.) of presentation. State regulations require that monies disbursed for travel be for the actual amounts spent on transportation, meals, registration, etc. up to the maximum awarded by PURA. Students pay for the trip up front and then file for reimbursement upon their return. Receipts and a travel form must be submitted.

It is the responsibility of the student, faculty mentor, and unit financial point of contact to keep track of reimbursements and to not overspend the \$1000 maximum. Overcharges must be paid back by the school and will not be covered by PURA.

2. It is important that you discuss your trip with your financial point of contact or their designee **BEFORE** the trip. **The financial manager/officer in the faculty mentor's school/college will assist with funding details and information related to travel and reimbursement policies and procedures.**
3. **Depending on your employment status with the university, you will also need to submit a pre-travel authorization form through your mentors department for either an employee or non-employee depending on your situation.**
4. Please note that many times airline fares can be direct billed to Georgia Tech, so talk to your mentor's department about that.
5. Georgia Tech policy states: "*Reimbursement requests are to be submitted to Accounts Payable within 30 calendar days of the last day of travel.*" Waiting to submit your travel requires the school to obtain additional approvals and could jeopardize your reimbursement.
6. **A final report is due the last day of finals to the UROP Office.** The report, submitted online, should provide a short description of the work presented and the student's experience at the professional meeting. *A link will be sent to each PURA awardee later in the term.*
7. **Travel Abroad:** Students are asked to complete the appropriate paperwork associated with travel on a foreign trip (two forms: Participant Profile and Acknowledgement of Policies and Procedures). The following website provides the appropriate forms and additional tips and information regarding traveling abroad that might be helpful. Students may ignore information on the website that is not pertinent to their involvement. If you have additional questions, please let the UROP office know. For additional information, please visit:
http://www.oie.gatech.edu/sa/programs/#3_3