

**Office of Undergraduate Research Student Travel Award**  
*Sample Budget Worksheet*

**Your travel details, budget, and amount of travel funding requested will be entered into the online application.**

You will be required to upload support documentation such as receipts or estimates of costs based on conference or travel website searches. Sample documents are provided in the following pages.

**While the maximum award is \$1,000, it is important for us to know the travel cost for the project so we can assess the extent to which these awards are meeting student and faculty needs.**

Student Conference Registration	
Transportation: Airline	
Transportation: Car (Roundtrip Mileage from CPP to Conference - \$0.54 per mile)	
Lodging	
Food (not provided through conference)	
Miscellaneous (e.g. Parking and Taxi fees)	
Total Travel Costs	

**Amount requested from Travel Fund=** \_\_\_\_\_

**If amount requested is less than total conference costs, please provide source of funding for the remaining cost such as other scholarships or departmental funding:**

*Examples:*

- 1. The remaining \$ will be paid through a grant provided by my department.*
- 2. I have applied for the Administrative Fund and will let the Office of Undergraduate Research know if my travel expenses can be offset by additional funding.*
- 3. I do not have any other source of funding to attend this conference.*

## OUR Student Travel Fund - Sample Budget Support Documents

## Student Conference Registration

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**Council on  
Undergraduate Research**  
*Learning Through Research*

[About CUR](#)[Membership](#)[Publications](#)[Conferences & Events](#)[Projects & Services](#)[Governance](#)[Advocacy](#)[Resources](#)**CUR Conference 2014****Important Note: This is your confirmation. Please print this page for your records.**

Your registration number is

**OK: Your registration has been added.****OK: A confirmation email has been sent.****Registrant Information**

Registration For:

Registration Type:

Institutional Member

Registration Amount:

\$680.00

Events:

**Add / Ed  
Event****Event Total:** \$0.0**Registration Total:** \$680.0**Registrant Sub Total:** \$680.0**Payment Information**

Payment Date

Check Number

Amount Authorization #

\$680.00

Status

**Registration Totals**

Cost of Registration:

\$680.0

Cost of Events:

\$0.0

Total Cost of Registration:

\$680.0

Total Payments:

\$680.0

Total Balance Due:

\$0.0

Thanks for your registration. If you have any questions about your registration, please email Melissa Zackery at [mzackery@cur.org](mailto:mzackery@cur.org) or call 202.783.4810 x 204.

We look forward to seeing you at the CUR 2014 National Conference.

Please print this page for your records.

**Cancellation Policy.**

Cancellations made in writing to the CUR National Office on or before May 28, 2014 will be charged a \$50.00 cancellation fee. No refunds will be

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## Airfare

powered by  **travelocity**  
partner network

## Your trip details

## Know Before You Go

- [Print this page](#) and keep for your records.
- Read the [policies](#).
- Contact us immediately if any issues arise with your reservation before or during your trip.

Note: We sent a confirmation message to the email address you provided.

Your Yahoo! Travel Trip ID is:

Your phone number for this trip:



This is an e-ticket, so no paper ticket will be mailed to you. [What is an e-ticket?](#)  
Please note: [Seat requests](#) are not guaranteed and may be changed by the airline.  
In addition, [flight schedules](#) may be changed by the airline.

## Itinerary

Primary Contact:  
For questions about this itinerary, call 888-Yahoo! Travel,  
(888-924-6687)

Travel Tools:  
[Look up flight status](#)

## Flight: 1 Round-Trip Ticket

All flight times are local to each city.

Ontario International Airport (ONT) to Washington Ronald Reagan National Airport (DCA)  
Depart: 06:15am  
Arrive: 08:59am  
Ontario, CA (ONT) to Salt Lake City, UT (SLC)  Delta Air Lines


**Requested Seats: 7B**  
1 Stop – change planes in Salt Lake City, UT (SLC)  
Connection Time: 53 mins

Salt Lake City, UT (SLC) to Washington, DC (DCA)  
Depart: 09:52am  
Arrive: 03:59pm  
Salt Lake City, UT (SLC) to Washington, DC (DCA)  Delta Air Lines

**Requested Seats: 24E**  
Total Travel Time: 6 hrs 44 mins

Washington Ronald Reagan National Airport (DCA) to Ontario International Airport (ONT)  
Depart: 05:15pm  
Arrive: 07:04pm  
Washington, DC (DCA) to Phoenix, AZ (PHX)  US Airways

**Requested Seats: 7B**  
1 Stop – change planes in Phoenix, AZ (PHX)  
Connection Time: 51 mins

Phoenix, AZ (PHX) to Ontario, CA (ONT)  
Depart: 07:55pm  
Arrive: 09:05pm  
Phoenix, AZ (PHX) to Ontario, CA (ONT)  US Airways

**Requested Seats: 5E**  
Total Travel Time: 6 hrs 50 mins

Baggage fees: In most cases, the applicable baggage fees and allowances for the entire trip will be those of the first carrier listed on your itinerary, Delta Air Lines. However, in a limited number of multiple carrier itineraries for international travel, the first carrier may apply the fees and allowances of another carrier listed on your itinerary. [Click here for more information](#), including detailed baggage allowances and fees by carrier. If you need additional information regarding baggage allowance and fees, please contact the first carrier listed on your itinerary.

Passenger Name: Frequent Flyer Information  
You can add your frequent flyer number at the airport.

## TSA Travel information

The TSA has determined that liquids, aerosols and gels, in limited quantities, are safe to bring aboard an aircraft. When packing, please follow these guidelines:

- All liquids, gels and aerosols must be in 3.4 ounce (100ml) or smaller bottles.

- All containers must fit in one quart-sized, clear, plastic, zip-top bag.
- Each passenger is allowed only one bag.
- Each bag must be placed in its own screening bin and X-rayed separately.
- If you are carrying on larger amounts of prescriptions liquid medications, baby formula, and/or diabetic glucose treatments, you must declare these at the security checkpoint.

Arrive at the airport early. Enhanced security measures may mean longer lines at security checkpoints.

This new security policy applies to all domestic and international flights departing from U.S. airports. We always recommend checking the TSA Web site ([www.tsa.gov](http://www.tsa.gov)) for the most up-to-date information about security procedures. If you are departing from a non-U.S. airport, be sure to check that airport's security policies and pack accordingly.

#### Pricing

1 Adult	\$619.00
<u>Taxes + Airline &amp; Agency Fees</u>	\$48.49
<b>Total:</b>	<b>\$667.49</b>

We charged a total of \$667.49 to

- Yahoo! Travel Fees and airline charges will be shown as separate line items on your credit card statements

#### Travel Checklist

- **Printed Itinerary**—As you will not receive a paper ticket, we suggest you [print this page](#) to take along with you on your trip.
- **Photo ID**—Every passenger must have a valid, government-issued photo ID (such as a driver's license or passport). Please note that the name on the photo ID must match the passenger name in the reservation.
- **TSA Secure Flight Information**—Any information you provided has been added to your reservation.
- **Special Services/M Meal Requests**—Please confirm your special request or meal request with the airline.
- **Terminal/Gate Information**—Check with the [airline](#) for updated terminal/gate information the day of your travel. Also please note, you can verify the [flight status](#) online. Due to increased security measures you should plan to arrive at the airport two hours prior to departure.
- **What to expect at the airport**—The airline will issue your boarding pass upon check-in. Some airlines allow you to pre-print your boarding pass with an online check-in feature.
- **Schedule Changes**—While our airline partners work to ensure that you reach your destination on time, they do not guarantee their schedules and may make changes to your flight itinerary. Should this happen, we'll send you an email notification and update your reservation online (accessible via My Reservations) with the most current information. If we do not receive suggested changes from the airline, we will attempt to contact you via phone or e-mail to discuss what options may be available. If an airline adjusts its flight schedule, it will attempt to accommodate you on the flight closest to your original scheduled flight. If the new flight doesn't meet your needs, we'll work with the airline to place you on a different flight if available. If we can't find an alternative flight, we'll work with the airline to secure a refund of the fare paid to the airline.
- **Baggage guidelines**—Be sure to review your airline's baggage allowance guidelines. Airline rules for checked baggage allowances vary. Many carriers allow passengers two checked bags and one carry-on while some only permit two checked bags. All carry-on baggage will be subject to search. Review the [Transportation Security Administration's guidelines](#) for baggage.

#### Instructions and Policies

##### General Policies

- Once the ticket has been issued the name on the ticket cannot be changed.
- Ticket is non-refundable.
- Ticket changes may incur penalties and/or increased fares.
- [Airline baggage fees](#) may apply and may not be included in the price.
- There are times when we are unable to confirm a reservation. In the rare event that this occurs, we will attempt to reach you by phone and email so that we can reaccommodate you. You must call us back within 48 hours or we may not be able to honor your original booking price.
- Prices displayed are subject to change before final payment and post-purchase increases of government-imposed taxes or fees may apply.
- Please review your itinerary immediately. If any issues arise before or during your trip you must call us right away. Why? We work with our suppliers to resolve your concerns, so the only opportunity we have to help you is before your trip ends. If you wait until you return, it's too late.
- This price includes a nonrefundable \$6.99 service fee, which may be charged separately to my credit card.

##### ► [Change Policies](#)

##### ► [Cancellation Policies](#)

##### ► [Domestic Flight Notice](#)

##### ► [International Flight \(Warsaw Convention\) Notice](#)

#### Help

Online Support: [Search or browse our FAQs](#) | [Send us an email](#)

Please refer to Trip:  Travel's Customer Service Center.

Note: There may be a penalty and/or charges for reservation changes.

In the US                      888-YahooTravel      24 hours a day / 7 days a week  
   (888.924.6687)

Complete Your Travel Plans for Washington Ronald Reagan National Airport

Lodging



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**Requested Email: Travelocity charge receipt**

1 message

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**service@travelocitycustomercare.com**

<service@travelocitycustomercare.com>

To:

Marriott Marquis Washington, DC  
901 Massachusetts Ave NW,  
Washington, DC 20001 USA  
Hotel ID 6908454  
Phone 1202824-9200

Room #1: Standard Room - Advance Purchase and Non-Refundable.  
Booking ID  
Hotel Confirmation ID:

Room Price  
28 JUN 2014 139.00 USD  
29 JUN 2014 139.00 USD  
Subtotal 278.00 USD  
Taxes and Fees 40.30 USD

-----  
Room Total 318.30 USD

Payment ID:  
Related Payment ID: 0  
Date:  
Itinerary:  
Amount: \$318.30  
Action: Charged  
Form Of Payment:  
Expires:  
Card Holder Name:  
Processed By:  
Purchase: Hotel  
Transaction ID:  
Authorization Code:  
Extended Payment Details:  
Card Holder Address: Any street1  
Any city,Any province  
Card Holder Phone:

Food Costs (Not provided by conference)

IB6 WALL STREET  
SALT LAKE INTERNATIONAL AIRPORT

304894 Cole

CHK

ARCTIC SOL WATER 3.19  
722648674602  
COUNTRY CLUB MI 3.69  
SUBTOTAL 6.88  
TAX 0.21  
AMOUNT PAID 7.09

304894 Closed JUN28 09:04AM

THANK YOU FOR YOUR BUSINESS

CALL US ABOUT YOUR EXPERIENCE

DOUGLAS PETTY  
801-575-2764  
DOUGLAS.PETTY@WDFG.COM

A WORLD DUTY FREE GROUP  
EXPERIENCE

Seattle's Best Coffee #21  
Salt Lake City  
International Airport

Gabriell

3041

Gst

Indian Bacon Bfst 4.65  
Cash 20.02  
Subtotal 4.65  
Tax 0.37  
Payment 5.02  
Change Due 15.00

If we did or did not meet your  
expectations, we would like to  
hear from you. Please call  
800-426-5971 x1021 or email  
feedback@seattlebestcoffee.com