



**THE UNIVERSITY OF ARIZONA
Department of Biosystems Engineering
Student Travel Assistance Grant Application**

The BE Travel Assistance Grant is a competitive award offered by the department to help undergraduate and graduate students experience presenting research results at conferences or professional society meetings. The objective is to make resources available to students to help make this experience feasible. The department has funding available for one (1) graduate travel grant per semester and one (1) undergraduate travel grant per year.

Range of Support

- In-state travel may request up to \$250
- Domestic travel may request up to \$750
- International travel may request up to \$1000

Travel Application Policies

- You may submit unlimited applications for a given year but may only be awarded once
- Conference abstract must have been accepted by the time of the application
- Awards are to be used to assist in covering airfare, hotel/lodging, transportation, event registration fees

Eligibility

- Students must be enrolled in departmental undergraduate and/or graduate degree programs and be in good standing at the University of Arizona at the time of application.
- Applicants are eligible to receive one travel grant per fiscal year (July 01-June 30). A student may apply as many times as desired each year as long as the travel dates are applicable.

Submission Deadlines

- Program rounds cover travel dates falling within the same fiscal year (July 1-June 30). The application rounds are as follows:
 - Fall Round: Application open August 1 – September 30
 - Spring and Summer Round: Application open January 1 – April 1
- Please upload the completed form (see page 3) to the BE Student Travel Assistance Grant Assignment folder in the BE Graduate Student D2L support site by the due date and notify Aaron Tevik (atevik@arizona.edu).

Notification of Awards

- Award determination generally takes two (2) to four (4) weeks after Program round deadline. If awarded a travel assistance grant, a disbursement to your UA Bursars account will be made in the amount requested in the application within four (4) to six (6) weeks of the application deadline

Award Refund Policy

- If you are awarded a Travel Assistance Grant but are unable to attend or would like to decline your award, please notify the BE department immediately. If notified in time, your award will be retracted.
- If less than 90% of an award is spent, you may be required to reimburse the department the difference.

Travel and Expense Reporting

- Travel Grant Assistance awardees must complete a UA Travel Authorization form (<https://eforms.fso.arizona.edu/createPdf/5/>).
- Travel Grant Assistance awardees are required to submit a UA Travel Expense Report (<https://eforms.fso.arizona.edu/createPdf/6/>) within TEN (10) business days after completing travel or receiving an award announcement (if travel has already been completed). Please include all items of expenses incurred during your trip. Keep the original receipts of all expenses incurred during your travel.
- Awardees must spend at least 90% of their award. If a student's travel expenses are less than 90% of the original award, then that student may be required to reimburse the BE department for the unspent funds.
- All awardees are expected to write a thank you note/card/letter to the Werner Zimmt Family. Please give your thank you note/card/letter in an envelope to Aaron in the BE front office who will mail it to the donors and upload a copy of it to the same BE Student Travel Assistance Grant Assignment folder in the BE Graduate Programs D2L support site.



THE UNIVERSITY OF ARIZONA
COLLEGE OF AGRICULTURE & LIFE SCIENCES
COLLEGE OF ENGINEERING

Biosystems Engineering

**The University of Arizona
Department of Biosystems Engineering**

STUDENT TRAVEL ASSISTANCE GRANT APPLICATION FORM

Please upload your completed application form to the BE Student Travel Assistance Grant assignment folder in the BE Graduate Programs D2L support site and notify Aaron Tevik (atevik@arizona.edu).

Name: _____ Student ID #: _____

Name of Conference or Event: _____

Location: _____

Travel Dates: _____

Title of Presentation: _____

I would like the funds

in advance

as a reimbursement

Please describe the nature of your participation at this event OR include a copy of your abstract and/or your letter of acceptance.

Please provide an estimate of the travel costs (travel budget) including any matching funding you may have secured to travel to your event.

Travel Budget

Transportation

Lodging

Registration

Per Diem

Other

Total