

## Travel supports procedures and processes

1. If fund is awarded to student, the reimbursement will happen after the event and providing the original receipts.
2. No per diem or any food related expenses can be paid from the department fund.
3. Only student presenting the paper will be reimbursed.
4. Travel fund can only be used for EE students. If student shares the expense with non-EE students (e.g., driving the same car, sharing the same room, etc.), the expenses will be divided per persons. Generally, it is recommended to separate the expenses as much as possible.
5. Travel award is limited to one travel per year per student unless there are special circumstances.
6. The application has to be submitted after student has applied for all the other sources of travel funds such as UND RD&C, UND Intercollegiate, SOFA, and for PhD students, UND School of Graduate Studies.
7. Recipient of the fund needs to give a presentation either at the IEEE student meetings or graduate student meetings.