

# Travel Fund Process for Petroleum Engineering

**Note:** Each student may only receive travel funds from the Petroleum Engineering department once during their course of study. The department offers a maximum of \$250 to each student. Students may also apply for funding from the research council, Dean's Office, and the School of Graduate Studies. Please apply for travel funding as soon as you are able, as all approvals take time to be processed and cannot be expedited.

## Fill out the Petroleum Engineering Student Travel Form

- Complete all information and the proposed budget of expenses
- Include all funding sources to be applied for (Department, Dean's, Grad School, etc.)
- Advisor signature of approval must be on the form with the amount being funded and what funding source will be used
- Attach all materials and save as **ONE PDF**. This is to prevent materials being separated during review

## For CEM Research Council Funding:

- Send the completed **ONE PDF** to PE Administrative Secretary Sarah Bowser at [sarah.bowser@und.edu](mailto:sarah.bowser@und.edu) and CEM council member Michael Mann at [michael.mann@und.edu](mailto:michael.mann@und.edu)

## For Dean's Office Funding:

- Send the completed PDF to PE Administrative Secretary Sarah Bowser at [sarah.bowser@und.edu](mailto:sarah.bowser@und.edu)
- Take a signed copy to Anita in the Dean's Office after all funding sources have committed

## For School of Graduate Studies Funding:

- Please visit <https://und.edu/academics/graduate-school/current-students/forms.html#d14e78-4>

## **BEFORE YOU LEAVE:**

- See Pam to complete your registration and flight expenses. (If enough funding is available, these can be purchased by Jennifer ahead of time instead of reimbursement.) You **must** submit your documentation to Jennifer before you leave so UND has a record of your travel approval.

## **After your travel is done, provide the following information to Jennifer:**

- Name, address, last 4 digits of your social security number
- A paid copy of the flight that shows your name with the day and times you flew
- Where you went for travel
- Business purpose for the travel (Presented a paper, poster, etc.)
- All receipts and proof of payment for expenses (Uber, taxi, parking, etc.)
- IF YOU ARE AN INTERNATIONAL STUDENT: Please provide a copy of your visa and I-94

## **Important items to note about Travel:**

- The department does NOT have an obligation to cover all the expenses of travel. The amount designated on the department travel authorization will be the total amount of reimbursement, which includes all prior payments, such as registration, flight, and hotel
- Total amount of funds will not exceed the total travel expenses
- Any travel that seems fraudulent or unethical will be turned over to the Chair, and in some cases to Human Resources. Please be able to prove all travel expenses related to the business purpose of UND

## **Student Travel Policy University of North Dakota Petroleum Engineering**

Students may be reimbursed for travel expenses incurred while on University business. Allowable reimbursements include meals, lodging, and airfare/rail. The University does not reimburse students for any expenses unallowable for UND employees.

As a public institution, the University must demonstrate the prudent use of funds entrusted to it by its various constituencies. The general public, legislators, students, donors, and granted organizations and individuals must be assured that funds are wisely spent and do not personally benefit University officials and employees.

### **Meals:**

Allowable expenses:

- The Department of Petroleum Engineering reimburses meals for students based on per diem. Meals that are eligible for reimbursement are Breakfast, Lunch and Dinner, as long as these meals were not offered during the order of business and representation on behalf of the University of North Dakota (UND).

Non Allowable Expenses:

- Snacks, coffee. Anything outside of the three meals, students are not reimbursed for food items or beverages.

### **Lodging:**

A detailed lodging receipt must show a ZERO BALANCE with the name of the student on the folio.

### **Air/Rail Travel:**

Reimbursement will be made only to standard seating. First Class or business class is not an allowable reimbursement. A detailed airfare invoice with the total cost of the ticket must be turned in for reimbursement.

### **Other Travel Expenses:**

Expenses such as parking, taxi, and registration will be reimbursed with the ORIGINAL receipts that indicate the cost, time and date of the purchase.

**REMINDER! ORIGINAL RECEIPTS MUST BE KEPT AND TURNED IN, TO RECEIVE A REIMBURSEMENT.**

# Department of Petroleum Engineering Student Travel Fund Application Form

**This section to be completed by the student**

Student:	Application date:	
Advisor:	Program of study approval date:	
Research topic:		
Purpose of the travel:		
Title of the paper(s) to be presented:		
Name of all authors:		
Destination:		
Conference name:		
Travel dates:		
Estimated cost:	<i>Amount</i>	<i>Comments</i>
Registration:		
Air Transportation:		
Ground Transportation:		
Accommodation:		
Per Diem		
Others		
<b>Total:</b>		
Available budget:	<i>Amount</i>	<i>Source</i>
Source 1:		
Source 2:		
Source 3:		
Source 4:		
<b>Total:</b>		
<b>Amount requested from PE department:</b>		

## Signatures

Student:	Your signature below indicates that you have completed this form and all information are correct to the best of your knowledge.	
	Signature:	Date:
Advisor:	Your signature below indicates that you have reviewed this application and approve the student travel.	
	Signature:	Date:
Graduate Program Director:	Amount to be awarded:	Date:
	Comments:	

## Required attachments:

1. Paper(s) to be presented at the conference.
2. Conference acceptance letter(s).

# CEM Faculty Research Travel and Publication Application

(Component of the CEM New Research Enrichment Plan)

<b>Traveler / Author:</b>	<b>Department:</b>
<b>If Student:</b> <input type="checkbox"/> Undergraduate <input type="checkbox"/> Master's <input type="checkbox"/> PhD	<b>Advisor Approval:</b>
<b>Goal:</b> To increase the research productivity and competitiveness of faculty and research staff.	
<b>Expectation:</b> Travel and/or publications should be used to develop contacts, build networks, meet with potential clients, publish essential findings or other activities that can lead to a successful proposal submission.	
<b>Guidelines:</b> <ul style="list-style-type: none"><li>• Travel priority is given first to faculty, second to Postdocs and third to PhD students</li><li>• Matching funds are expected (50% match minimum)</li><li>• Any student request should come from the student's faculty advisor</li><li>• Student travel to conferences limited to those with published proceedings</li><li>• Publication assistance given for Tier 1 and 2 publication as determined by your department</li><li>• A short report summarizing potential opportunities is expected</li><li>• Request not to exceed \$1000 for faculty and \$400 for students unless justified</li><li>• Save as <b>PDF</b> and <b>submit</b> this and all attachments as <b>ONE PDF file</b></li></ul>	
<b>Due Dates:</b> Monthly on the first of the month. Awards announced on the last day of that month	
<b>Notes</b> Funding for awards is allocated from F&A returns generated by CEM researchers. Therefore, the expectation is that the travel and publication will lead to the development of research proposals.	
<b>This request is for:</b> <input type="checkbox"/> Travel: Check purpose and list agency/conference <input type="checkbox"/> Funding Agency: _____ <input type="checkbox"/> Conference: _____ <ul style="list-style-type: none"><li><input type="checkbox"/> Podium Presentation <input type="checkbox"/> Poster <input type="checkbox"/> Attending Only (no paper)</li><li><input type="checkbox"/> Proceedings published <input type="checkbox"/> Conference is Peer Reviewed</li></ul> <input type="checkbox"/> Industry Sponsor: _____ <input type="checkbox"/> Other: _____ <b>Note:</b> CEM Employee Travel Authorization Form must be attached including dates of travel.	
<input type="checkbox"/> Publication Fees: Provide the following information Outlet (journal/conference title): _____ Tier Level (see departmental listing): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> not ranked <b>Note:</b> A copy of the publication must be attached.	
<b>This travel/publication will contribute to the growth in research by</b> (limit to 200 words):	
<b>I expect the following outcome</b> (limit to 100 words or less):	
<b>Total Cost of Trip/Publication:</b>	<b>Match from Other Sources:</b>
<b>Requested From Council:</b>	<b>Amount Approved:</b>
<b>Submit this form and all attachments as ONE pdf file</b>	