

## 5 EASY STEPS for UROC Sponsored Travel

In order to be eligible for UROC travel funds, scholars must satisfy ALL of the following requirements:

1) Fill out and submit a Travel Request Form.

**Note:** Even if the conference will be taking place in late spring or summer, we highly recommend students to request those funds ahead of time. If you have not requested your funds before April 30th, they will be swept and be made available for other scholars who have travel need. Also, make sure to include in the Travel Request Form any matching travel funds. In other words, who else is helping you pay for attendance to the conference (ex: your professor, department, conference organizers, etc).

2) Attach an email from your faculty mentor stating that they support you attending the conference and that they approve the use of their name and research on the poster you will be presenting.

3) Attach documentation that the student's research work has been accepted to be presented at the conference.

4) Attach documentation showing that you are registered for the conference or event. In almost all instances, the traveler will need to pay the cost of registration and membership out of pocket and seek reimbursement after. Please make sure to discuss the conference with your faculty mentor and UROC staff before assuming your travel will automatically be approved.

5) Attach any supporting documentation such as hotel cost estimates, google maps with mileage distance, etc. Also include any documentation showing matching funds, if any.

### **PLEASE REMEMBER:**

**The more information we have to make a holistic decision, the better for you, the traveler.**

**Turnaround for Travel Request Approval is 5 business days. Please remember that flights and hotels change prices often and cost more the closer you book to the service date.**

**You are responsible for any cancellations or changes to your travel itinerary once it has been approved by UROC.**

**As a traveler sponsored by UROC, you are also an ambassador of our program and the campus and expected to uphold the upmost professionalism and positive spirit.**

**If you need ideas on conferences visit <http://uroc.ucmerced.edu/present-your-findings>**