

# TRAVEL FUNDING OVERVIEW

(As of November 2022)

	<u>OUR</u>	<u>ASUU</u>
General Information	<ul style="list-style-type: none"><li>• \$500 one time request.</li><li>• Funding requests are due by the end of every month.</li><li>• Students can only apply for funding if the travel has not occurred yet.</li></ul>	<ul style="list-style-type: none"><li>• \$600 per year funds one trip.</li><li>• Funding requests are due on the 1st of every month.</li><li>• Students can apply for funding either before or after travel has occurred.</li><li>• All funding is reimbursement only.</li></ul>
Eligibility	<ul style="list-style-type: none"><li>• Current University of Utah <u>Undergraduate</u> student.</li><li>• Must be related to undergraduate research activities with faculty mentor approvals.</li><li>• Domestic or international travel.</li></ul>	<ul style="list-style-type: none"><li>• Current University of Utah student.</li><li>• Travel cannot be for course credit.</li><li>• Domestic travel ONLY.</li><li>• for travel that will enhance student's experience at the U.</li></ul>
Request Process	<ul style="list-style-type: none"><li>• The travel grant applications are located on the OUR page.<ul style="list-style-type: none"><li>◦ Open application</li><li>◦ Complete required form.</li></ul></li></ul>	<ul style="list-style-type: none"><li>• The travel budget requests applications are located on campus connect.<ul style="list-style-type: none"><li>◦ Login to campus connect with your CIS password.</li><li>◦ On the left hand-side of page in the icon list</li><li>◦ "Click" the forms button .</li><li>◦ "Click" view submissions</li><li>◦ "Click" budgeting</li><li>◦ "Click" create request</li><li>◦ "Click" 2022-2023 ASUU travel budget request form</li><li>◦ Complete required form.</li></ul></li></ul>