



Office of Sponsored Research and Scholarly Activity



OSRSA Student Travel Awards *(formerly Student Research Travel Awards)*

RATIONALE:

Life University is committed to providing opportunities for students to engage in research, scholarly, creative/entrepreneurial, and service activities that advance knowledge, spur innovation, and develop proficiencies necessary “to become transformational leaders in an increasingly diverse, global and dynamic world.” The ability to communicate ideas and present findings is central to the leadership development process.

OVERVIEW:

The Office of Sponsored Research and Scholarly Activity (OSRSA) provides opportunities for students to compete for funding to travel and present research or other evidence-based scholarly, creative and service projects which the students have designed and conducted or under which the students have made a significant contribution. These opportunities are provided in the form of *OSRSA Student Travel* awards.

ELIGIBILITY:

The *OSRSA Student Travel Awards* program is open to full-time equivalent (FTE) students matriculating in degree programs in the College of Chiropractic (COC) and the College of Graduate and Undergraduate Studies (CGUS). To be eligible for an *OSRSA Student Travel Award*, students must be accepted to make a presentation of a poster, paper, workshop, or creative work at a conference, symposium, or other gathering recognized by a professional association conducting work in or related to the field of study. Students pursuing travel award funding must work with a Life University faculty or staff who will agree to serve as a mentor, which includes providing guidance and feedback to the student (or team of students) during the ideation, planning and preparation process.

The awards are designed to offset the cost of transportation, lodging, conference registration, meals, and reproduction expenses. The award provides *reimbursement of allowable expenses at 80% of the total dollar amount requested. In no instance shall an award for a domestic conference be greater than \$800. Adjustments for international travel shall be made on a case-by-case basis. Students are limited to a maximum of two (2) travel awards per fiscal year, or a maximum value of \$1,600, whichever is greater.*

Prior to travel, a copy of the conference acceptance letter must be provided to OSRSA. If the student is ultimately not accepted for conference presentation, the award, if any, will be forfeited. All other incidences impacting travel to the intended conference that are outside the control of the student or university will be reviewed on a case-by-case basis.

The total number of travel awards made each year is based upon availability of funding as identified through the annual university budgeting process.

Applying for travel funding:

1. Students submit a completed application to OSRSA by **5PM on Monday of Week 8**. You should allow enough time for your application to cycle through the review process, as well as to take advantage of early booking for airline and hotels. This means that if you are planning to attend a conference that takes place in February, then your application must be submitted during week 8 of the previous quarter. Applications may be submitted electronically to OSRSA@Life.edu or by hand to the OSRSA offices located in Suite 138 of the William M. Harris Center for Clinical Education (formerly the Administration/CC-HOP Bldg.)
2. The application should consist of:
 - a) **Cover Letter**, no longer than two pages, that succinctly describes
 - your background, including past research or scholarly/creative work experience.
 - your professional goals.
 - the conference where have been accepted or propose to present (who are the organizers, what is the conference's goal, what is the process for review and selection, when and where is the event?)
 - your proposed conference presentation (title, the intellectual/creative merit, impact on the field, relationship/relevance to Life University mission, program of study and future goals). Also include the project abstract.
 - Your role and the specific activities you performed in the project about which you are presenting (principal investigator/developer/creative, co-developer and what activities, exactly, did you undertake as the principal or co-investigator).
 - Amount of travel request.
 - Whether or not any other grant resources or being pursued or have been awarded.
 - b) **Letter of Recommendation** from your mentor/advisor who has knowledge of your strengths, background, and the research or scholarly related work you may have already done or your potential, the rigor of the conference review and selection process, and the intellectual/creative merit of your proposed presentation.
 - c) **Travel Application Form** (see attached).
3. The application is reviewed and scored by the OSRSA Research Advisory Council based on metrics which consider relevance, rigor, role and impact, amongst other items.
4. The Research Advisory Council submits the list of students recommended for funding to the Chief Academic Officer.
5. The Chief Academic Officer makes final award approvals in consultation with the Director of OSRSA.
6. A Notice of Award or Declination is sent to the student applicant. If awarded funding, the student must sign the university's travel policy statement and provide the signed policy statement to OSRSA prior to departure. The student must also provide OSRSA with a copy of the conference acceptance letter (if not previously submitted).

During travel

7. Please keep in mind:

- Eligible travel expenses are reimbursed at 80% of the total amount requested, but no more than \$800 for a domestic event.
- Only itemized receipts will be reimbursed. (For example, a receipt from a restaurant which only reflects the total amount of the bill and not items purchased will not be accepted).
- No alcohol or personal entertainment will be reimbursed.
- If you are splitting costs, ask for separate bills and make certain the receipt is itemized.
- You can download a full copy of the University Travel Policy at <http://www.life.edu/wp-content/uploads/2014/11/Travel-Expense-Policy-0701121.pdf>

After travel

8. Complete the Life University Expense Report electronically utilizing DocuSign.

- The Expense Report must be completed and submitted to OSRSA within 5 days of travel

For more information, contact OSRSA at 770-426-2636 or send email to OSRSA@Life.edu.

We wish you all the best with your project!!

Office of Sponsored Research and Scholarly Activity (OSRSA)

Student Travel Awards

Attachments

- Travel Award Application
- Student Travel Policy
- Expense Report Form

Important Instructions for Completing and Submitting the Form:

- The application has been created as an Adobe fillable form. (If you are using an iPad or Mac, you may need to load Adobe Fill & Sign)
- Download from web browser and save to desktop or thumb/flash drive.
- Work from the saved application.
- Enter info in spaces provided. (you can cut and paste from MS Word, Google Doc or other software)
- Type your name in signature fields.
- When done filling in information, hit Ctrl + P to print pages 5 through 8 and save these pages as your application using your first and last name (Use Command + P for iPad, Apple or Mac)
- FINAL application due to OSRSA@Life.edu by **Monday, Week 8 at 5PM**

INSTRUCTIONS:

- This is an Adobe fillable form. (If you are using an iPad or Mac, you may need to load Adobe Fill & Sign)
- Download from web browser and save to desktop or thumb/flash drive.
- Work from the saved application.
- Enter info in spaces provided. (you can cut and paste from MS Word, Google Docs or other software)
- Type your name in signature fields.
- Save application when done.
- FINAL application due to OSRSA@Life.edu by **Monday, Week 8 at 5PM**



**Office of Sponsored Research and Scholarly Activity (OSRSA)
Student Research Travel Application**

		Travel Authorization:						
		CONTACT	Student Name				Faculty/Staff Mentor	
	Student ID#				Dept.			
	Contact Phone #				Phone #			
	email				e-mail			
	Cumulative GPA				Student Anticipated Graduation Date			
			In-State		Out-of-State		Int'l	
CONVENTION, ASSOCIATION OR MEETING	Name of Conference							
	Location of Conference							
	Conference Begin Date		Conference End Date					
	Title of Poster/Paper/Creative Work Accepted for Presentation:							
	Relevance of Poster/Paper/Project to the Mission of Life University, to the Mission of the Department/Program of Study, to the profession:							
	Investigators:							
What was your role in the study/project?								
ESTIMATED COSTS	Total Estimated Costs		Please indicate with a "X" for Advance requests				Advance Issued	
	Registration Fee	\$	80 Percent	yes	Advance Only Available to Faculty/Staff	no		
	Flights/Transportation	\$	Registration	yes		no		
	Hotel	\$	Airfare	yes		no		
	*Meals	\$		yes		no		
	Poster printing	\$						
	Other	\$		yes		no		
	Total	\$	0.00					
APPROVALS	APPROVALS							
	[Signature Area]				Faculty/Staff Mentor		Date	
	[Signature Area]				OSRSA Director		Date	
	[Signature Area]				VPAA		Date	
	[Signature Area]							
**Signature of Traveler				Date				
**Signature of Traveler Agreement								
<p>By signing, the student agrees to check all travel warnings and alerts for the intended destination prior to booking and departure. Student assumes any risk while traveling and must sign and follow Life University Travel Policy Statement prior to travel. A copy of the proposal submission and conference documentation (with meals if provided) must be attached to this application. Prior to travel, a copy of the conference acceptance letter must be provided to OSRSA. If the student is ultimately not accepted for conference presentation, the award, if any, will be forfeited. Students must work with a Life University faculty or staff mentor. Change fees and other penalties incurred by the student that result from insufficient planning or other errors are not eligible for reimbursement. Student travel not eligible for reimbursement after graduation from Life University.</p>								
*Meals								
* Meal caps (breakfast - \$10.00 per day, lunch - \$15.00 per day, dinner - \$25.00)								



OSRSA RESEARCH STUDENT TRAVEL POLICY

Students traveling on behalf of Life University must comply with the following:

1. A copy of the abstract submission and acceptance letter is provided to OSRSA.
2. A copy of the conference program and what meals, if any, are provided.
3. Summary statement about what was learned, attended and opportunities presented as a result of their attendance.
4. Willingness to present to the Life University community information gained and topic presented.
5. OSRSA will reimburse lodging for the night before and days of conference/meeting with checkout being the final day of conference/meeting. If conference/meeting ends later than 5:00 p.m., you may submit a request for an additional night of lodging.
6. Posters will be coordinated through OSRSA for printing.
7. Templates for power points and posters are on Blackboard, and if there is any deviation from these templates prior approval is required.
8. Always, original receipts are required and must be turned in within 5 days of travel. Travel insurance is not reimbursable. For international travel, a credit card statement is required for exchange rate verification.
9. Travel expenses (hotel, airfare, airport shuttle/taxi) are reimbursed at 80%.

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I agree to the Office of Sponsored Research and Scholarly Activity policy as stated above and the Life University Travel Policy.

If any of the above travel policies are not adhered to, and if there is any deviation without prior approval, there may be a forfeiture of any travel related reimbursement.

\_\_\_\_\_  
Traveler Signature and Date

\_\_\_\_\_  
Witness Signature and Date

\_\_\_\_\_  
Print Traveler Name

\_\_\_\_\_  
Print Witness Name

## EXCERPTS FROM THE LIFE UNIVERSITY TRAVEL POLICY

### Meals and Entertainment:

1. Actual, reasonable, and necessary costs for meals will be reimbursed. Reimbursement may include a gratuity of up to twenty (20%) percent of the bill, applied before sales tax is added. Detailed receipts (not just the credit card receipt) are required for any meal.
  - a. Maximum meal allowances are as follows:
    - \$10 for breakfast (reimbursed on the day of travel if travel is required before 7:00 am)
    - \$15 for lunch (reimbursed on the day of travel if travel is required for a minimum of four hours between the times of 10:00 am and 4:00 pm)
    - \$25 for dinner (reimbursed if traveler is on the road for at least four hours between 4:00 pm and 10:00 pm)
2. Exceptions to these amounts require manager approval, should be avoided where possible, and should be based on the federal per diem rates for the city in which the meal is eaten (<http://www.gsa.gov/portal/category/21287>).

### Lodging:

1. It is Life University's policy that actual, reasonable costs will be reimbursable for lodging expenses.
2. Hotels of moderate and reasonable comfort should be sought, rather than deluxe or luxury hotels. Each traveler should use his/her best judgment in selecting a location and hotel to stay, recognizing that his/her health and safety are of paramount importance. Courtyard, Springhill Inn & Suites, Fairfield Inn, Holiday Inn, Holiday Inn Express, and Hampton Inn, are suitable accommodations in most cases for University employees.
  - a. In most cases, employees should seek accommodations with a base rate less than \$100 per night (not including taxes and required fees).
  - b. The maximum hotel rate accepted for University travel is \$199 per night (not including taxes and required fees); any room rate in excess of \$199 must be approved by the employee's director.
  - c. Individual departments may provide their own limits lower than the \$199 (not including taxes and required fees) maximum.
3. The employee is responsible for confirming that the rate being charged is also the rate listed on the travel itinerary. Any discrepancies should be addressed with hotel staff immediately. Any unresolved discrepancies need to be reported to the University manager.
4. All hotel reservations will be guaranteed to the employee's personal credit card, or to the University's credit card, if one is issued.
5. It is the employee's responsibility to cancel hotel reservations within the hotel cancellation policy time frame. This can be done by contacting the travel agency or the hotel directly. The employee must obtain a cancellation number when canceling a hotel reservation. The University will not reimburse hotel "no-show" fees, unless approved by a director.

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Initials

6. An itemized receipt of hotel expenses (i.e. room charge and tax, internet charges, food charged to the room) must be included with the reimbursement request or credit card report.

#### International Travel Expenses:

1. Expense reports should be reported in U.S. currency. Credit cards are generally the preferred mode of payment, as conversions take place automatically on the credit card statement. Note that differences resulting from delays in processing of personal credit cards need to be resolved using the procedure in Section 3 below.
2. When preparing expense reports, convert foreign expenditures to U.S. dollars as follows:
  - a. Use the foreign exchange rate printed on the **bank exchange receipts** for cash expenditures. Attach exchange receipts to the expense report.
  - b. Average the exchange rates when U.S. Dollars are changed to foreign currency more than once in the same country. For example:
    - \$200.00 to U.K. Pounds at 1.61 one day
    - \$100.00 to U.K. Pounds at 1.65 on another day
  - c. The average rate is calculated by the following equation:
    - $.5 \times (1.61 + 1.65) = 1.63$
3. Credit card charges will show actual exchange rates on the monthly bill. Upon receiving the bill for a foreign trip (this actually takes one to three months), add up the foreign charges in U.S. Dollars and compare this to the amount submitted on your expense report. Submit a new expense report, with credit card billing documents attached, showing the total difference as either "due employee" or "due University".
4. Personal Auto Reimbursement:
  - a. An employee is only authorized to use his/her automobile for University business use if he/she has both a valid driver's license and current comprehensive auto insurance, including liability. If not, the employee is not authorized to travel for the University.
  - b. When an employee uses his/her personal automobile on approved University business, the University will reimburse based on the current IRS mileage rate per mile. The University will also reimburse all actual auto tolls and parking fees; a receipt is required for these whenever available.
  - c. Mileage from the employee's home to regular assigned work location is not a reimbursable expense. However, if the employee goes directly from home to another work assignment other than the regular work location during regular office hours, and the distance to the work assignment is greater than the distance to the regular work location, the employee can expense the difference. If this travel takes place outside of regular work hours, the employee may expense the actual miles traveled from home.
  - d. In order to receive reimbursement for mileage, the employee must complete an expense report specifying purpose of trip, printout of Map Quest or equivalent showing distance, point of origin and destination.
  - e. The employee is required to pay for any parking and traffic fines incurred while traveling on University business.

See Life University travel policy in its entirety at:

<http://www.life.edu/attachments/article/408/New%20Travel%20&%20Expense%20Policy%20070112.pdf>

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Initials



# EMPLOYEE EXPENSE REPORT

A/P Voucher#:

Reimbursee Name: \_\_\_\_\_  
 Reimbursee ID Number: \_\_\_\_\_ Department/Club Code #: \_\_\_\_\_

**Complete this section if travel is involved**

Travel Dates: \_\_\_\_\_ to \_\_\_\_\_

Destination(s): \_\_\_\_\_

Purpose: \_\_\_\_\_

| Reimbursement Detail  |                            |                                                                                                                                                                                                           |         |         |         |         |         |         |
|-----------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|---------|---------|---------|---------|
| Applicable Date(s):   |                            |                                                                                                                                                                                                           |         |         |         |         |         |         |
| <b>Transportation</b> |                            |                                                                                                                                                                                                           |         |         |         |         |         |         |
| 6150                  | Airfare                    |                                                                                                                                                                                                           |         |         |         |         |         |         |
|                       | Parking & Tolls            |                                                                                                                                                                                                           |         |         |         |         |         |         |
|                       | Taxis                      |                                                                                                                                                                                                           |         |         |         |         |         |         |
|                       | Car Rental                 |                                                                                                                                                                                                           |         |         |         |         |         |         |
|                       | Gas                        |                                                                                                                                                                                                           |         |         |         |         |         |         |
| Transportation Total  |                            |                                                                                                                                                                                                           |         |         |         |         |         |         |
| <b>Lodging</b>        |                            |                                                                                                                                                                                                           |         |         |         |         |         |         |
| 6150                  | Hotels                     |                                                                                                                                                                                                           |         |         |         |         |         |         |
| Lodging Total         |                            |                                                                                                                                                                                                           |         |         |         |         |         |         |
| <b>Meals</b>          |                            | Refer to travel policy at <a href="http://www.life.edu/wp-content/uploads/2014/11/Travel-Expense-Policy-0701121.pdf">http://www.life.edu/wp-content/uploads/2014/11/Travel-Expense-Policy-0701121.pdf</a> |         |         |         |         |         |         |
| 6850                  | Breakfast                  |                                                                                                                                                                                                           |         |         |         |         |         |         |
|                       | Lunch                      |                                                                                                                                                                                                           |         |         |         |         |         |         |
|                       | Dinner                     |                                                                                                                                                                                                           |         |         |         |         |         |         |
| Meals Total           |                            |                                                                                                                                                                                                           |         |         |         |         |         |         |
| <b>Other</b>          |                            |                                                                                                                                                                                                           |         |         |         |         |         |         |
| 6022                  | Mobile Phone               |                                                                                                                                                                                                           |         |         |         |         |         |         |
| 6600                  | Supplies                   |                                                                                                                                                                                                           |         |         |         |         |         |         |
|                       |                            |                                                                                                                                                                                                           |         |         |         |         |         |         |
| Other Total           |                            |                                                                                                                                                                                                           |         |         |         |         |         |         |
| <b>Mileage</b>        |                            | Attach map directions printout, (i.e. Google Maps/MapQuest) for mileage reimbursement. Refer to IRS for current mileage rate.                                                                             |         |         |         |         |         |         |
| 6150                  | Actual Miles               |                                                                                                                                                                                                           |         |         |         |         |         |         |
|                       | Rate per Mile              | \$0.535                                                                                                                                                                                                   | \$0.535 | \$0.535 | \$0.535 | \$0.535 | \$0.535 | \$0.535 |
| Mileage Total         |                            |                                                                                                                                                                                                           |         |         |         |         |         |         |
| Object Code           | <b>Non-Receipted Items</b> |                                                                                                                                                                                                           |         |         |         |         |         |         |
|                       |                            |                                                                                                                                                                                                           |         |         |         |         |         |         |
|                       |                            |                                                                                                                                                                                                           |         |         |         |         |         |         |
|                       |                            |                                                                                                                                                                                                           |         |         |         |         |         |         |
|                       |                            |                                                                                                                                                                                                           |         |         |         |         |         |         |
| Non-Receipted Total   |                            |                                                                                                                                                                                                           |         |         |         |         |         |         |

|               |                             |                              |  |
|---------------|-----------------------------|------------------------------|--|
| <b>Notes:</b> | Attach Supporting Documents | Receipted Total              |  |
|               |                             | Cash Advanced                |  |
|               |                             | Balance due Employee (A/P)   |  |
|               |                             | Balance due University (A/P) |  |

| <i>List the amounts <b>prepaid</b> by the University for travel (Cash advances should be separated by type)</i> |                           |             |             |            |
|-----------------------------------------------------------------------------------------------------------------|---------------------------|-------------|-------------|------------|
| Type                                                                                                            | Cash Advance<br>Check Amt | Life CC Amt | Description | Line Total |
| Registration                                                                                                    |                           |             |             |            |
| Hotel                                                                                                           |                           |             |             |            |
| Airfare                                                                                                         |                           |             |             |            |
| Meals                                                                                                           |                           |             |             |            |
| Car Rental                                                                                                      |                           |             |             |            |
| <b>Prepaid Total</b>                                                                                            |                           |             |             |            |

\_\_\_\_\_  
Student Requestor                          Date

\_\_\_\_\_  
Chief Academic Officer                          Date

\_\_\_\_\_  
OSRSA Director                          Date

\_\_\_\_\_  
Accounts Payable                          Date