

Travel Stipend Reimbursement Agreement

Full legal name of student: _____

Today's date: _____

Student LSU email address: _____

Student 89 #: _____

LSU Discover Coordinator: _____

LSU Discover Travel reimbursement stipends are given to currently enrolled LSU undergraduate students who have been invited or accepted to present their work at a regional, national, or international event such as a conference or symposium.

- NB: Reimbursement only; no travel advances are available.

Student eligibility:

- Students must be currently enrolled as an undergraduate at LSU at time of travel.
- Students must have the approval of their faculty mentor before the travel departure date.
- Students must have their research or creative project accepted for presentation at an academic or professional event such as a conference or symposium.
- Students must complete the online application form and submit a copy of their current transcript.
- Student must be in good standing with the university.
- Student must have a minimum 2.5 GPA.

Reimbursement requirements: Students will need to pay for all travel and conference costs up front. Students must complete the following actions in order to receive reimbursement for their travel:

- Before booking any travel student must complete the following:
 - ☐ Fill out the online application form
 - ☐ Meet with the LSU Discover Coordinator to review LSU travel guidelines and expenditure limits
 - Any airfare must be purchased through Shorts Travel by calling 888-846-6810 or emailing state@shortstravel.com
 - See attached LSU Travel pocket guide for lodging and meal reimbursement details.
 - ☐ Sign the AS292 travel authorization form in a timely manner with the LSU Discover coordinator. Minimum 2 weeks before travel departure date.
 - ☐ Have approval from their faculty mentor. Mentor can send a short email to the LSU Discover coordinator.
 - ☐ Upload the letter of acceptance to present, title of the presentation, copy of abstract/statement (if applicable), and names of any co-presenters or co-authors to the online application form
- Within 4 days of return from travel,
 - ☐ Bring event registration, airfare and hotel receipts to the LSU Discover Coordinator
 - ☐ Students must sign the AS300 travel reimbursement form in a timely manner with the LSU Discover coordinator. Maximum 30 days after date of return.
 - ☐ Students must document their presentation by providing LSU Discover with an event program and a photo of themselves presenting their research (in front of the poster or while delivering a presentation) at the event.

Terms and conditions:

- All travel must be booked in coach through Shorts Travel
- Students will be provided with budget limits for hotel and per diem reimbursements per LSU's PM-13 Travel regulations
- If student does not meet any of the Reimbursement Requirements, for example if they fail to produce receipts, then LSU Discover reserves the right to refuse reimbursement.

I, _____, have read the rules and procedures for travel reimbursement listed above understand what and when I must submit to LSU Discover in order to receive reimbursement. I understand that I can receive no more than \$1,000 in reimbursement for this trip (this includes reimbursing any LSU faculty or staff member who paid for any part of my travel). I understand that it may take up to one month after submitting my AS300 to receive a reimbursement from the university.

Printed Name

Signature

Date