

### Research Track Phase IV National Conference Guidelines

#### A. STUDENT INFORMATION for Airline (Katie will book airline tickets)

Full Name(as it reads on your ID): **XXX**

Cell phone number

Birthdate:

#### If using Passport (complete highlighted area)

Issuing Country:

Expiration Date (mm/dd/yyyy):

Number

Nationality:

Additional Comments: Frequent flyer numbers, seat preferences, etc.

#### B. Dates of Travel:

Date Leave

Date Return

Flight Information (if you have a specific flight dates and times you would like to leave, please provide information):

**C. National Conference Information** (In order to complete Research Track requirements during your fourth year you need to attend a national/international meeting in the NAFTA zone (United States, Canada, and Mexico). You may attend conferences outside of the NSFIA zone, but it will not complete the Research Track requirement and may not be supported financially by the track.):

National conference Website:

#### D. Before Travel

**Send travel information to research track coordinator** (i.e. Full name on passport or driver's license, birthdate, cell phone number) Refer to sections A, B and C.

**Book Hotel** – Students need to book own hotel. (Students will be reimbursed after travel.) (Price should be under \$200 per night.)

- Use of the conference hotel is preferred. (the conference will set up deals for block of rooms)
- Students will be reimbursed a maximum of \$200 per night, **only with an itemized receipt.**

**Meals** will only be reimbursed if conference is not providing a meal. (please note the reimbursement will only be for food and drink, (note: **CU will not reimburse for alcohol**)

- **Receipts need to be itemized with totals.** (See example)
- Only 1 person's meal/drink on an itemized receipt.
- Ask for a separate check for alcohol.
- Write in the tip amount on your receipt.
- Meal reimbursements will not exceed the recognized per diem rate. Per Diem is different for each state. Check with the research track coordinator for per diem rates.

\*\*\* Note\*\*\* Travel days you will not be reimbursed at full rate, you will only receive 75% reimbursement. Ask research track coordinator for additional information, regarding travel and reimbursement.

**Shuttle/Taxi** – Check to see if the hotel has round trip shuttle from airport to hotel. If the hotel does not, reimbursement for round trip airport to hotel will be allowed, **only with an itemized receipt.**

**Car Rental** – This is not covered under the travel and not reimbursable.

**Baggage Fees** - Provide a receipt for all fees. Maximum reimbursement for 2 bags.

**Parking** (below is a list for parking at DIA, if you park at the airport at a higher rate you will only be reimbursed for the contracted rate).

**[Canopy Parking](#)**

[Commerce City - 8100 Tower Road](#)

**[DIAPark](#)**

[Aurora - 17151 E 32nd Ave](#)

**[The Parking Spot](#)**

[Aurora - 19901 East 56th Ave](#)

**[WallyPark](#)**

[Denver - 24200 East 78th Ave](#)

### Abstract and Registration

**Abstract Fee** - The conference may have an abstract fee, set up a time to meet with research track coordinator to arrange payment. **If you pay for registration out of pocket you will not be reimbursed until after the trip.**

**Registration** –Set up a time to meet with research track coordinator to pay for registration. **If you pay for registration out of pocket you will not be reimbursed until after you travel.**

**Poster for Conference** – Printing of a conference poster is available if provided to the research track coordinator 2 weeks prior to travel.

### After Travel

**Reimbursement Information:** After the trip is completed the [non-employee reimbursement form](#) needs to be completed, signed and submitted with all original itemized receipts to the research track coordinator. Reimbursement requests must be submitted within 10 days of travel..

- **Personal Expenses** – Expenses incurred for traveler’s personal benefit – e.g., magazines, candy, athletic club fees, movie rentals, and other entertainment – are not allowable reimbursements.