

Research Track Phase IV National Conference Guidelines

A. STUDENT INFORMATION for Airline (Research Track Coordinator will book airline tickets)

Full Name(as it reads on the government ID you will be using at security):

Cell phone number

Birthdate:

Gender:

TSA Pre Known Traveler Number
(if applicable)

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

Depart From

Fly To

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 proof of National Meeting abstract, presentation, or poster acceptance and this form with travel information to the Research Track Coordinator at coloradoresearchtrack@ucdenver.edu (i.e. Full name on passport or driver's license, birthdate, cell phone number) Refer to sections A, B and C. Send to coloradoresearchtrack@ucdenver.edu

Airfare will be booked by Research Track Coordinator – airfare will be booked through the University travel agent by the Research Track Coordinator. Once you submit this form, the coordinator will work with you and the travel agent to find and confirm your flight.

Abstract & Conference Registration fees –If your conference has abstract or registration fees, set up a meeting with the Research Track Coordinator so that we can register you and pay your registration and abstract fees for you **BEFORE** you go. If you prefer, you may pay them yourself and save the receipt, but you will not be reimbursed until **AFTER** you return and we are submitting your expense report. . **If you pay for registration out of pocket you will not be reimbursed until after you travel.**

Book Hotel – Students need to book their own hotel. (Students will be reimbursed after travel. Price should be under \$200 per night.) ***If you are sharing a room, have the hotel split the cost and pay separately.***

- 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 (please note the reimbursement will only be for food and drink, (note: **CU will not reimburse for alcohol!**)

- Meal reimbursements will be at the established per diem rate determined by the IRS. Rates are different for each city and state. To look up the rate for your location, go to <http://www.gsa.gov/portal/category/100120> . The number that applies is the amount in the M&I (Meals & Incidentals) column.
- Meal reimbursement will not exceed the recognized per diem rate. Please be aware of your rate before you travel. If you are not sure what your reimbursement rate will be, check with the research track coordinator.

***** 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 if you need additional clarification.***

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 DEN, if you park at the airport at a higher rate you will only be reimbursed for the contracted rate).

Canopy Parking RECOMMENDED! Students receive 50% off with University ID (must have ID when exiting) **Reservations strongly recommended during peak travel periods.** You may reserve online at <http://canopyairportparking.com/> They also have fast and fantastic service.

Commerce City - 8100 Tower Road

USAirport Parking
Commerce City 18000 E 81st Ave

The Parking Spot

Aurora - 19901 East 56th Ave

WallyPark

Denver - 24200 East 78th Ave

Poster Printing

Poster for Conference – Printing of a conference poster is available if an electronic file is provided to the Research Track Coordinator 2 weeks prior to travel.

After Travel

Reimbursement Information: After the trip is completed, scan and send all receipts (except meals & incidentals) to the Research Track Coordinator at coloradoresearchtrack@ucdenver.edu. Reimbursement requests must be submitted within 10 days of return from travel.

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