

Travel Stipend Reimbursement Agreement

Full legal name of student: _____ Today’s date: _____

Student LSU email address: _____

LSU Discover Coordinator: _____

Reimbursement only; no travel advances are available, LSU Discover Travel Reimbursement Stipends are given to currently enrolled LSU undergraduate students who have been accepted to present their work at a regional national or international event such as a professional conference or symposium. Student travel will be **fully funded**. Students are only allowed to receive travel funding once as an LSU undergraduate.

Travel Reimbursement Terms and Conditions: All students will need to pay for travel and conference costs up front. Students must complete the following actions in order to receive reimbursement for their travel.

1. Any airfare must be purchased through the LSU booking agency: Shorts Travel (www.shortstravel.com/lsu).
2. Review pocket travel guide for travel budgeting guidelines
 - a. Common travel expenses that can be cover by LSU (see pocket travel guide for budget limits)
 - Airfare (only if purchased through LSU Shorts Travel)
 - Luggage fees
 - Conference registration
 - Lodging (hotel, hostel, airbnb, etc.)*
 - Meal (Per diem within state-allowed rates)
 - Parking
 - Mileage
3. Only students will be reimbursed. LSU Discover will not reimburse faculty or staff.
4. Save all receipts! (lodging receipt must be itemized)
5. Within four days of return from travel, student must email LSU Discover Coordinator (yburge4@lsu.edu) to schedule reimbursement meeting
6. Bring all receipts to the meeting (Airfare, registrations, itemized hotel receipt, etc.).
7. Submit photo of yourself presenting and copy of event program
8. Present at Discover Day & end of the semester Research Luncheon.

I, _____ have read the rules and procedures for travel for travel reimbursement listed above understand what and when I must submit to LSU Discover in order to receive reimbursement. I understand that I will receive full funding for my trip only once as an LSU undergraduate. I understand that I can only be reimbursed for my own spending (i.e., I cannot be reimbursed for costs cover by another person.) I understand that it may take up to one month after submitting final reimbursement forms to receive my reimbursement from the university.

Printed Name

Signature

Date