



CONFERENCE GRANT AWARD CHECKLIST

So you've been awarded a Conference Grant... First, congratulations! Undergraduate Research Programs is excited to be working with you and is looking forward to hearing about your conference experience!

Now what?

Make sure that you complete each of the following steps in order to ensure that you will get reimbursed.

Before Conference Checklist

- Read ENTIRE Conference Grant Acceptance Email.
- Indicate that you accept the award (and the requirements) by filling out the Grant Acceptance Form (found in your email and [here](#)).
- Read the Reimbursement Information Document **BEFORE** you travel.
- Read the Travel Guidelines **BEFORE** you book your travel.
- Read the "Researchers of Emory Blog" to give you a sense of what your own blog post will look like: <http://researchersofemory.blogspot.com/>

Travel Checklist

- Booked travel through:
 - APPROVED Emory Travel Agent (with help of URP office)
 - Make an appointment with a URP representative to help me book my flight.
 - APPROVED Emory Travel Agent (on my own with my OWN credit card)
 - Another source and **I will NOT be seeking reimbursement for this flight.**
- Save all of your receipts (itemized and with payment information)
- The conference is international, and you registered as an independent traveler (See international travel section below.)

At Conference Checklist

- Reflect on your experience
- Think about what you experience and learn during your time at the conference.
- Ask someone to take photographs of you presenting at the conference.

Post-Conference Checklist

- Write your blog post in accordance with the blog post guidelines.
 - You will be added to an URP Canvas page. The guidelines can be found on the Canvas assignments page.
- Complete ALL steps from the Reimbursement Information Form.
 - Fill out all required forms
 - Attach all ORIGINAL receipts to 8.5x11 sheet of paper (**ONE-SIDED ONLY**)
 - Include plane ticket with identifying information (even if you are not getting reimbursed for it)
 - Scan required forms and receipts and email them to ec.sire@emory.edu
 - Bring hard copies of all documents to White Hall 217 or 218 (this should be the ORIGINALS)
- Turn in all documents no more than **TWO WEEKS** after you travel.

Travel Guidelines:

You will need to book travel through Emory travel agencies. Instructions can be found by following this link:

https://www.finance.emory.edu/home/travel/air_travel/index.html

Airline Tickets:

- In order for us to use URP funds for your plane ticket, you **MUST use an Emory travel** agency such as BCD travel (404-727-3000 x 2).
- We can also directly book your travel. If you would like to book in this manner, arrange a time to meet with us as soon as possible. This way we can buy your ticket directly with URP funds.
- **We cannot reimburse you for tickets you've purchased outside of an Emory travel agency**
- (see: <https://www.finance.emory.edu/home/travel/travelpolicyintro.html>)

International Travel Guidelines:

- **Students who receive Emory funding to travel abroad must register as an Independent Traveler.** Registered students who are receiving Emory funding will be eligible to receive supplemental study abroad insurance through T.W. Lord & Associates for the duration of their time abroad. Emory students will also be able to access the services and support offered by International SOS (ISOS). **Students must complete the registration process.**
- You can register with the following link bit.ly/IndependentTraveler

Reimbursement documentation must be submitted no later than two weeks after travel. We will not reimburse funding if paperwork is submitted after this date.