

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 expenditures are eligible to be funded from costs ranges of \$750-\$2500, depending on location (see pocket travel guide). Students are only allowed to receive travel funding once each fiscal year.

Travel Reimbursement Terms and Conditions: Students must complete the following actions in order to receive reimbursement for their travel.

1. LSU Discover does not reimburse airfare. An LSU Discover staff member will purchase your airfare through Christopherson Business Travel.
2. Review [pocket travel guide](#) for travel budgeting guidelines
 - a) Common travel expenses that can be covered by LSU [see pocket travel guide for budget limits]
 - Airfare [purchased by LSU Discover through Christopherson Business Travel]
 - Luggage fees
 - Conference registration
 - Lodging [hotel, hostel, Airbnb, etc.]
 - Meal [Per diem within state-allowed rates]
 - Parking
 - Mileage
 - Taxi/Uber/Lyft
3. Only students will be reimbursed. LSU Discover will not reimburse departmental accounts, faculty, staff, friends, or family.
4. Save all receipts! [lodging receipt must be itemized]
5. Student must apply for the free Student Travel Insurance through Student Government.
6. Within 4 days of return from travel, the student must meet with the Office Coordinator to complete the Expense Report and submit required documents. Meeting date/time: _____
7. Bring all receipts to the meeting [airfare, registrations, itemized hotel receipt, etc.] and a copy of the event program.
8. Email a photo of yourself presenting at the event to Tori Clement.
9. Present at Discover Day and attend 2 LSU Discover Workshops.
10. Name of LSU Faculty member who submitted letter of support for this student: _____

I, _____ [print name], 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.

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Initial by each of the following statements to indicate you have read and understood the rule, policy, or procedure.

_____ I understand that I can only be reimbursed for my own spending (i.e., I cannot be reimbursed for costs covered by another person.)

_____ I understand that any costs associated with personal travel will not be reimbursed, including, but not limited to, additional days stay.

_____ I understand that I will not be reimbursed for any costs associated with changes made to travel arrangements (cancellations, extensions, etc.).

_____ I understand that it may take up to 4-6 weeks after submitting final reimbursement forms to receive my reimbursement from the university.

_____ I understand that during my travel I am representing Louisiana State University and will do my best to act with professionalism and courtesy. I will also attend at least one talk or poster session while at the event.

_____ I understand that I must acknowledge LSU Discover's funding (and any other funding for this project) on my poster or in the acknowledgement section of my talk. I know that the LSU Discover logo can be found on Travel Stipend webpage at lsu.edu/discover/

Printed Name

Signature

Date