Guidelines Summer Research Conference Student Travel Awards

Each year, the Southern Regional Council on Statistics (SRCOS) attempts to obtain funding to support student travel to the Summer Research Conference (SRC). The SRCOS has been very successful in past years, allowing it to financially support a large number of students who participate in the NSF/R.L. Anderson Student Poster Session.

1. To be eligible for travel reimbursement for the SRC, the student must submit the following by the advertised submission due date.
   a. An abstract.
   b. Current CV.
   c. Letter of support from the student’s academic advisor.

2. Each student who submits the items listed in Guideline 1 by the advertised submission due date are eligible for travel support. Students selected to receive a travel award will be notified approximately six weeks prior to the conference with a maximum reimbursement amount. Expenses that exceed the maximum amount will be the responsibility of the student and/or her/his institution.

3. If awarded travel funding, to receive reimbursement students must supply the items described below within two weeks of the end of the SRC.
   a. Students who drive to the conference and desire reimbursement for mileage must provide the following.
      i. Original receipts for all fuel purchases for travel to and from the conference.
      ii. A letter signed by either the student’s department chair, graduate coordinator, or major dissertation advisor. The content of the letter must include the name of the student who drove, and any other student passengers who attended the SRCOS SRC.
      iii. Students who rent a vehicle are not eligible to claim reimbursement for mileage. However, they may be reimbursed for fuel purchases.
   b. Students who fly to the conference must provide a copy of airfare receipt. Shuttle expenses for travel between the conference site and airport are eligible for reimbursement. A copy of a receipt for any shuttle expenses must be provided.
   c. Students are encouraged to share a hotel room with other conference participants. When checking into the hotel, students should request the bill for the room be divided up among the students who are sharing the room, so that each occupant receives their own receipt. (Most hotels will accommodate this request.) If the hotel cannot accommodate the request, duplicate hotel receipts may be submitted, along with a list of all occupants of the room. Reimbursement for the room will be the total room cost divided by the number of occupants. If a student chooses to not share a room, the student will be reimbursed for up to ½ the room rate. Original receipts are required.
   d. A copy of the registration receipt.
   e. Completed “SRC Graduate Student Travel Reimbursement Form.” This form will be distributed at the conference. Any student who does not participate in the Student Poster Session is ineligible for reimbursement. The form will also be available for download from the conference web site.