

Cornell Presidential Research Scholars Conference Request Form

Students may request RCPRS monies from their Research Support Account to cover expenses related to travel to a conference for the purpose of presenting their work. Students may not use RSA funds to pay for the travel expenses of others. Other restrictions may apply; pre-approval is required for all requests. RCPRS retains the right to deny any request, especially those that were not pre-approved, or that present expenses that are deemed not permissible.

Conference funding may include reimbursement for accommodations, conference registration fees, travel, including ground transportation and baggage fees, food, and conference supplies. Conference expenses are capped at \$1,000.

Conference attendance must be pre-approved by RCPRS staff and have faculty endorsement (via email) received along with this form prior to attending the conference. Pre-approval should take place at least 4 weeks prior to the conference.

Students are reimbursed for expenses; funds are not generally given to students up front.

Post-conference documentation is required within 2 weeks after the conference. The following should be included in your post-trip materials: receipts for conference registration, travel (airfare, gas, ground transportation, baggage fees), food, supplies, and accommodations, and the post-conference write-up (see form on page 4).

**TO BE CONSIDERED FOR FUNDING, PLEASE COMPLETE THE INFORMATION BELOW
and SUBMIT FOR PRE-APPROVAL. Requests submitted without pre-approval may not be considered.**

SECTION 1 - STUDENT & CONFERENCE INFORMATION

Are you presenting your research at this conference? YES NO

Last, First MI:	NetID#:
Conference/Meeting Title:	
Conference Dates:	
Location:	

SECTION 2 - ABSTRACT - Attach a separate sheet with the abstract of your presentation/research paper.

SECTION 3 - BUDGET (see reverse for budget worksheet & guidelines)

SECTION 4 - FACULTY ENDORSEMENT - Provide confirmation from your faculty mentor regarding your request for conference funding (email is sufficient)

SECTION 5 - TRAVEL HOLD HARMLESS AGREEMENT (see page 3)

SECTION 6 - INTERNATIONAL TRAVEL (when applicable)

Please visit Cornell's International Gateway here: <http://www.international.cornell.edu/internal/RegistrationConfirmation-Form.pdf> to ensure that you are well-prepared for your trip abroad including emergencies. If your proposed trip is to a country on the US Travel Warning list (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) RCPRS cannot provide financial support for the trip.

I have read and understand the conference request process. I understand that if I do not have pre-approval from RCPRS staff, my request for reimbursement may be denied. I have submitted all required sections of this request form (1 - 6) either via email or in hard copy.

Signature and Date

FOR OFFICE USE ONLY	
Current Balance: \$ _____	Acct reconciled (date/initials): _____
Entered into database (date/initials): _____	Student notified (date/initials): _____

SECTION 3 - BUDGET PROPOSAL Please print legibly.

Instructions for completing budget proposal

Items 1 - 3 - Please note who is making the initial payment and supply the name of the accounting contact for the faculty/department if applicable.

Item 4 FOOD - Students are \$25/day for trips up to 4 days. \$100/wk for 5+days

Item 5 - CONFERENCE SUPPLIES/MISCELLANEOUS - This may include supplies for presentation of research. Due to the variable nature of costs, you are expected to purchase supplies and submit receipts for reimbursement, unless your faculty/department is giving you a cash advance for these items.

CATEGORY	EXPENSE	NOTES
ACCOMMODATIONS	\$	GENERAL: Receipts are required for ALL trip expenses. It is our expectation that you will shop around for the BEST rate when planning your trip. FOOD: CAP: \$25/day for trips up to 4 days. \$100/wk for 5+days SUPPLIES: This might include printing a poster for your presentation CONFERENCE FEE: Fee to register for conference and if application membership fee to organization hosting conference.
TRANSPORTATION	\$	
<i>Air/bus/train/fare</i>	\$ _____	
<i>Transport to/from airport</i>	\$ _____	
<i>Fees for checked baggage</i>	\$ _____	
FOOD	\$	
SUPPLIES	\$	
CONFERENCE FEE	\$	
TOTAL EXPENSES	\$	
TOTAL REQUESTED	\$	
AMOUNT APPROVED	\$	

If your mentor is paying all or part of your conference expenses up-front, please indicate which expenses will be covered by your mentor and fill out the information below.

<i>Faculty First, Last Name:</i> _____	
<i>Department:</i> _____	<i>Dept. Account Number:</i> _____
<i>Email address:</i> _____	
<i>Amount Paid by Faculty Mentor:</i> _____	
<i>Accounting Rep First, Last Name:</i> _____	
<i>Email:</i> _____	

NOTES:

Travel Hold Harmless Agreement with Release Indemnification

The following agreement is designed to inform and protect all participants involved with Rawlings Cornell Presidential Research Scholars (RCPRS) opportunities: the student, Cornell University, the institutions and individuals cooperating with the Rawlings Cornell Presidential Research Scholars.

Student Name: _____

Travel Destination: _____

1. I acknowledge that my participation in this program is entirely voluntary and such participation will require transportation and habitation in _____ and that my participation may subject me to risks relating to my personal health and safety. I further acknowledge that I am traveling at my own risk and will take all precautions that I deem necessary for my personal safety and well-being including but not limited to medical precautions as needed prior to the start of service. (I.e. vaccinations, dental, allergy medications, etc.)
2. I hereby agree to release, hold harmless and indemnify Cornell University, its trustees, officers, directors, agents and employees from any and all damages or claims of any nature whatsoever arising out of my participation in the Rawlings Cornell Presidential Research Scholars program. On behalf of myself, my estate, assigns, and heirs, I do hereby indemnify and hold Cornell University, its trustees, officers, directors, agents and employees harmless from any damage or liability incurred by Cornell or others as a result of my participation in this program for any costs or expenses including but not limited to hospital and medical expenses, legal and defense costs as well as settlements, judgments, fines and penalties of any nature whatsoever which may be incurred as a result of my participation in this program.
3. I agree to show a professional manner at all times, reflecting respect and responsibility as I travel to another location. I will abide by the host country's or state's laws and show good judgment toward cultural differences so as to maintain a harmonious international relationship. I understand Cornell University is not responsible for the defense of a student accused of a violation of the laws of the host country or state or for the payment of any fines and penalties resulting from such violations.
4. I acknowledge that I, and the University, may reserve the right to make cancellations or changes in cases of emergency or in the interest of the group. If I am unable to complete my trip, I agree to refund a portion or the entire amount provided by the RCPRS program. Should the RCPRS cancel my trip I agree to return remaining funds as agreed upon by Cornell Presidential Research Scholars staff.
5. As a person of integrity, I have estimated my costs to the best of my ability. I am aware that costs fluctuate and I will cover any expenses above the stated amount. At the end of this trip, I will provide requested receipts and return any excess money to the RCPRS.
6. As a participant in this RCPRS program, I pledge to conduct myself in a manner that reflects favorably on both Cornell University and the United States.
7. I acknowledge that the terms and conditions of this travel agreement and this release indemnification and hold harmless agreement are contractual in nature and not mere recital.

Participant Date

Student's Signature

Printed Name

Local Address

Permanent Address

Conference Travel: Post-Trip Report

Upon completion of the trip, the student must provide RCPRS with the following:

1. An itemized expense report detailing expenses incurred, including those paid for by the faculty/department and/or RCPRS. Please provide all original receipts.

This portion may be used on the RCPRS website.

2. Brief summary of the conference and the presentation

3. What knowledge was gained from the experience?

4. How can this knowledge be incorporated into current or future research?