

## Cornell Presidential Research Scholars

### Research Travel Request Form

Students may request RCPRS monies from their Research Support Account to cover expenses related to travel to a research site for the purposes of collecting data. The trip may include travel to a site at which the student will collect specimens, access materials in a library or archive, use equipment to complete experiments, or interview individuals or groups. Students may not use RSA funds to pay for the travel expenses of others in their research party. Other restrictions may apply; pre-approval is required for all requests at least 4 weeks in advance. RCPRS retains the right to deny any request, especially those that were not pre-approved, or that present expenses that are deemed not permissible.

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

Last, First MI:	NetID#:
Destination:	Trip Date(s):

**SECTION 1 TRIP EXPLANATION** On a separate piece of paper or via email, please explain why this research trip is necessary and how the information or materials gathered will be used upon return.

<b>SECTION 2 BUDGET PROPOSAL</b>	
<b>TRAVEL</b>	\$ _____
Who is booking travel? <input type="checkbox"/> Student <input type="checkbox"/> Faculty/Department	
Who is paying for travel? <input type="checkbox"/> Student <input type="checkbox"/> Faculty/Department*	
*Faculty Contact: _____	
<b>ACCOMMODATIONS</b> <input type="checkbox"/> Student <input type="checkbox"/> Faculty/Department	
<b>FOOD &amp; MISCELLANEOUS</b> (e.g., ground transportation and supplies.)	\$ _____
Due to the variable nature of food costs, the student is expected to purchase food and submit receipts for reimbursement. Student may request reimbursement for his/her food and miscellaneous expenses only. Expenses of others in the travel party will not be reimbursed.	\$ _____
<b>TOTAL</b>	\$ _____

**SECTION 3 FACULTY ENDORSEMENT**

Provide confirmation from your faculty mentor regarding your request for travel/conference funding (email is sufficient).

**SECTION 4 TRAVEL HOLD HARMLESS AGREEMENT**

Read, complete and sign the Travel Hold Harmless agreement on the reverse of this page.

**SECTION 5 INTERNATIONAL TRAVEL INSURANCE (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](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 travel 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 - 5) either via email or in hard copy.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 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 \_\_\_\_\_

# Research 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 if reimbursement is required. Please provide all original receipts.**

*This portion may be used on the RCPRS website.*

**2. Briefly summarize the research travel trip (attach a separate piece of paper if necessary)**

**3. What knowledge was gained from the experience?**

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

**Please note: If your travel request was not pre-approved by RCPRS staff, it may be denied.** Students may not use RSA funds to pay for the travel expenses of others in their research party. 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 present expenses that are deemed not permissible.