College of A&GS
Undergraduate Student Travel Award (USTA)
Criteria and Request Directions

1. The requestor must be a current undergraduate student with a chosen major in the College of Atmospheric & Geographic Sciences (Meteorology, Geography, Environmental Sustainability, GIS).

2. The maximum support from the USTA is $500 per person per fiscal year (July 1-June 30).

3. Funds must be used for travel to attend a professional conference or travel in direct support of one’s degree program. Requests will only be considered for pending travel.

4. Requests should be made as soon as a funding need is determined and will be reviewed as they arrive. All efforts will be made to respond to funding requests within 2 weeks of submission. Those receiving travel awards will receive funds through the OU payroll or OU vendor system no earlier than two months prior to the travel departure date.

5. USTA funds total $5000 per fiscal year and a fixed amount of funding ($2500) will be allocated twice per year (July 1 and January 1) to ensure an even distribution of available dollars throughout the fiscal year (this equates to a minimum of 5 awards of $500 available every 6 months.) **Once available funding is exhausted for the allocation period, no additional awards will be made until the following allocation period.** Requests not funded for which travel is still pending, will move forward and receive a second review in the succeeding allocation period.

6. Interested students must submit an award request that includes:
   a. A completed and signed Request for Travel Funds form (which will include an estimate of travel expenses and an endorsement from the director/chair of the student’s educational program.)
   b. A narrative, not to exceed one single-spaced page, describing the nature of the travel (e.g., to present at or attend a national conference, conduct research, or to collect data in the field), the activities to be performed during the trip, and the manner in which the travel will enhance the scholarly activities of the traveler. If applicable, describe your plan to interact with potential future employers during this travel. Additionally, provide an explanation of why funding is being sought from the Atmospheric and Geographic Sciences Dean’s Office. If other funding support is to be provided from the student’s home department/school or from another source (aside from personal funds), please state this explicitly in the narrative.
AGS Request for Travel Funds (USTA)  
(must be submitted prior to travel)

Dept./Div./School: _____________________________  
OU employee ID#: _____________________________

If employed by OU, payment will be made through the OU payroll system

Name: _____________________________  
Email: _____________________________

Current address: _____________________________

Phone number: _____________________________  
Travel Destination: _____________________________

Estimated Travel Expenses:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td></td>
</tr>
<tr>
<td>Public transportation</td>
<td></td>
</tr>
<tr>
<td>Meals &amp; Incidentals</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td></td>
</tr>
</tbody>
</table>
| Mileage                   |      | current mileage rates
| Local Transportation      |      |
| Parking                   |      |
| Other (describe below):   |      |

Total estimated cost: $ __________

Attach a narrative stating the reasons for travel, activities to be performed during the travel, how the travel will enhance scholarly activities and why funding is being sought from the AGS College (as opposed to another source).

I will be traveling to (select all that apply):

Present at a:

- [ ] National Conference  
  Conference name: _____________________________

- [ ] Regional Conference  
  Conference name: _____________________________

- [ ] Conduct research or gather data

- [ ] Build collaborations with peers at other institutions

- [ ] Other: _____________________________

Other funding support: _____________________________

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Commitment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>8/16/2018</td>
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Director/Chair  
Department/School

Dean AGS

Return this signed form to AGS Dean's office, NWC 3630