

Undergraduate Research Travel Fellowship Regulations

If you are funded through the OUR:

1. You must submit a **travel authorization** as part of your application. Applications will not be processed without a completed travel authorization.
2. If you are traveling by air, you **MUST** follow the current state guidelines for purchase of air tickets. Payment for meeting registration is also subject to University guidelines.
3. Lodging arrangements can be made independently, but please refer to the travel web page for state regulations regarding limitations for per diem and lodging.
4. To receive your fellowship after travel has been completed, fill out a **travel voucher** and submit this, along with itemized receipts, to Ms. Peggy Hill in Barge 305. Please note that the travel voucher is different from the travel authorization. Receipts are required for air/bus/taxi fare (any transportation except personal vehicle), lodging, conference registration and similar fees, and miscellaneous expenses such as parking. Receipts are *not* required for meals, since they are covered under a blanket *per diem*. To determine the appropriate per diem rates for the city you are traveling to, visit the Travel Office page (address below) and click "Federal Per Diem Rates."

For full instructions regarding travel regulations, visit the University Travel Office home page:
http://www.cwu.edu/~acctng/travel_index.html.

All forms mentioned above are available at: http://www.cwu.edu/~acctng/forms_index.html.

According to University policy, travel expense vouchers should be submitted within 10 days of return.

If you have other questions about travel regulations and procedures, contact:

Shelley Spencer, Travel Desk, Central Washington University
509-963-1986
fax 509-963-1623
spencersh@cwu.edu

**It is the responsibility of the student and faculty mentor to be aware
of all CWU travel regulations.**
