

UNDERGRADUATE PHYSICS MAJOR TRAVEL POLICY

1. This program is exclusively available to officially declared Physics majors currently enrolled as Stanford students during the quarter in which their travel is planned. For summer travel, students must also have the intention and ability to register for the upcoming autumn quarter. Exceptions may be considered by the Chair of Undergraduate Studies.
2. The maximum allowable reimbursement per student for a single trip is \$1000. In the event of limited available funds, priority will be given to students who have received the fewest prior travel reimbursements from the Physics Department during their undergraduate studies. Funding availability is not guaranteed and depends on the allocated funds.
3. Prior to seeking reimbursement, you must submit an estimated budget outlining all anticipated expenses for which reimbursement is requested. After the trip is completed, you must provide all original receipts to receive reimbursement.
4. It is mandatory to demonstrate that you have applied for all other potential sources of funding, such as conference-specific grants, before utilizing Physics Department funds. This includes eligibility for UAR Conference Grants, available here: [UAR Student Grants](#).
5. As part of your application, you must provide a brief explanation of why you are attending the event and the educational benefits you expect to gain from the travel. After returning, you must submit a paragraph detailing the educational benefits obtained along with your reimbursement request.
6. Travel for job interviews is explicitly excluded from this program.
7. Either your undergraduate Physics Department advisor or, if the trip is research-related and your research advisor is a Stanford faculty member, your research advisor must endorse your application, affirming that they believe the trip will enhance your education. Your application will then be submitted to Elva Carbajal in the Physics Department main office for approval by the Chair of Undergraduate Studies.
8. Since this travel is considered university business, reimbursements are not subject to tax reporting. Reimbursements can only be processed after the trip has taken place. Please retain all travel-related receipts and submit them when requesting reimbursement. Travel conducted during a leave of absence will not be reimbursed.
9. Before making any travel arrangements, you must complete and submit the attached form to the Undergraduate Student Services Coordinator, Elva Carbajal, located in Varian Building room 107.
10. Any inquiries concerning Physics Department travel reimbursement funds should be directed to Elva Carbajal at elva@stanford.edu, (650) 723-4362.

Please note that you may apply for only one trip within any six-month period. Please ensure that your application is submitted on or before the relevant deadline indicated in the table below, if the conference has been sufficiently announced by the organizers in advance.

If you submit *after* the listed dates, you may receive approval, conditional on funds remaining.

For travel during the months of:	Apply on or before the preceding:
January, February, March, April, May, June	December 1
July, August, September, October, November, December	June 1

APPLICATION FOR FUNDING FOR PROFESSIONAL CONFERENCE REIMBURSEMENT

Please return to Physics Main Office (Varian Building, Room 107)
 Questions can be directed to Elva Carbajal at elva@stanford.edu.

TO BE COMPLETED BY STUDENT	
First & Last Name:	
Email Address:	
Student ID Number:	
Phone Number (with area code):	
Are you registered in the current quarter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Conference title:	
Dates of Conference:	
Location:	
Estimated conference budget expenses:	Airline Ticket: _____ Ground Transportation: _____ Registration Fee: _____ Travel Meals: _____ Other: _____ Total: _____
In a few sentences, what is the purpose/educational benefits of attending the conference?	
List the prior trips (with dates) for which you have received Physics Dept. reimbursement:	

Please attach a copy of any official invitation to participate (e.g. present a paper/poster or serve on a panel) in a professional conference for which you are requesting conference reimbursement.

Student's Signature: **Date:**

<i>By signing this application, I believe this trip will provide a benefit to my advisee's education.</i>	
_____	_____
Advisor or Research Advisor's Signature:	Date:

THIS SECTION TO BE COMPLETED BY PHYSICS DEPARTMENT	
Expenses accrued to date:	Expenses as of September 1:
Amount approved by department:	
PTA#	

Student Services Officer Signature: **Date:**

Chair of Undergraduate Studies Signature: **Date:**