2019-2020 Travel Support
EPIC - Professional Development
Application Form

Instructions: Please be sure to read the **Travel Support EPIC Travel Instructions** posted on the ORSP webpage. Download, complete, and electronically sign this fillable form, then forward to the department chair <u>and</u> college dean for their electronic signature. Once they return the signed form to the applicant, he/she should then submit it, along with all required attachments <u>in one e-mail</u>, to ORSP@ju.edu **at least four (4) weeks prior to the departure date**.

I. Travel Support Request

Participation Purpose (check one):   Attendee   Presenter

Title of affiliated EPIC project:

II. Faculty/Student Information

Name:	Academic Rank/Year:
College & Department/Major:	JU Email:

III. Travel Details

Conference Title				
Presentation Title, if applicable				
Destination				
Dates of Conference	Start Date		End Date	
	Departure Date		Return Date	
Amount of Funding Requested*		*Per-trip MAXIMUM: $1,000 for attending $1,300 for presenting Original receipts required for reimbursement. Please be sure to read our travel policy.		

SIGNATURES - Electronic signatures are strongly preferred

Faculty:	Student:
Chair:	Dean:

Required Attachments: Attendee applicants must submit completed and signed form and the conference agenda (PDF, screenshots, etc., but please no links). Presenter applicants must submit completed and signed form <u>and</u> presentation abstract. ALL APPLICANTS MUST SUBMIT A PARAGRAPH STATEMENT INDICATING 1) HOW THE ATTENDANCE/PRESENTATION ALIGNS WITH THEIR EPIC-FUNDED PROJECT AND 2) THE ANTICIPATED BENEFITS TO STUDENTS. For reimbursement, all awardees must submit original itemized receipts, boarding passes (if flying), a copy of the conference program and, if they presented, evidence of acceptance via letter/email <u>within 2 weeks</u> of their return from the conference