

MONTANA TECH UNDERGRADUATE RESEARCH PROGRAM

APPENDIX G

Presenting Off Campus

The Undergraduate Research Program encourages URP participants to present their work at national conferences and may financially support these trips.

Usually scientific conferences require that a short abstract be submitted, prior to a deadline. Your mentor can help you prepare the abstract according to the guidelines issued by the conference.

1. When the presentation has been accepted, immediately submit a travel expense proposal to the Research Office in Museum 211 or email proposal to urp@mtech.edu.

- Abstract and evidence that your project has been accepted.
- Itinerary
- *Travel budget and Travel Authorization* form. (See Travel Instructions below) Usually, the mentor, department, and Dean will be asked to share these expenses. The Research Office may be able to help you find funding.
- If you must to cancel, immediately notify the conference organizers and the Research Office.

2. When you return, submit a *Travel Expense* form (see below) and a written report to the Research Office within 5 days.

Report Details:

- Include details and pictures of the conference
- Feedback on your presentation.
- Other sessions attended.
- The overall impression of the conference (include your advice about whether URP students should attend)
- The overall description of your experience and how it benefited you.

Travel Instructions for Mentors and Students

For assistance completing the travel forms, stop by the Research Office at MUS 211.

- Mentor notifies the Research Office of travel at least one week in advance.
- A *Travel Authorization* form must be completed and signed by the student and/or mentor **PRIOR** to traveling. Forms are available at <https://www.mtech.edu/administrative-services/acctspay/>
- Turn in completed and signed travel form and W-9 to the Research Office at MUS 211. Include flight, hotel reservations, and conference information. W-9 available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- **Government rates:** <https://www.gsa.gov/travel/plan-book/per-diem-rates> or <https://doa.mt.gov/employee-travel>
- Keep all travel receipts. Originals are required.
- Upon return, complete the *Travel Expense* form. Forms are available at <https://www.mtech.edu/administrative-services/acctspay/>
- Attach all original receipts to the *Travel Expense* form. The student and mentor must sign the form and submit all documents to the Research Office within five (5) days of returning.
- The Research Office will process the travel documents through accounts payable and the reimbursement will be sent to the address on the W-9 form.