



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 (Aviation, Meteorology, Geography, Environmental Sustainability, and/or 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.
4. Requests should be submitted approximately three months prior to the planned travel. Approval and notification of the travel award is typically decided no later than two months prior to the planned travel.
5. **Requests will be dealt with on a first-come, first-served basis. A fixed amount of funding (\$6000) is allocated each fiscal year (this equates to a maximum of 12 awards of \$500 available each year.)** *Once available funding is exhausted for the allocation period, no additional awards will be made until the next fiscal year. Pending proposals will automatically be carried to the next year in the order in which they were received.*
6. Interested students must submit an award request that includes **ALL** materials listed below:
 - a. A completed and signed Request for Travel Funds Form (attached), which includes 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 way 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.

College of A&GS Request for Travel Funds (USTA) Form (Must be submitted prior to travel)

Provide your employee ID number
if employed by OU:
(payment will be made through the
OU payroll system)

(Dept./Div./School) _____

Name: _____ Current Address: _____

Travel Dates: _____ Travel Destination: _____

Estimated Travel Expenses:

Airfare _____

Public Transportation _____

Meals & Incidentals _____

Lodging _____

Registration _____

Mileage _____ @ _____ /mile _____

Local Transportation _____

Parking _____

Other: _____

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(n):

_____ National Conference

_____ Regional Conference

_____ Conduct research or gather data

_____ Build collaborations with peers at other institutions
(preference will be given to interdisciplinary activities)

_____ Other (provide short description)

| | Signature | Date | Commitment Amount |
|-------------------------------------|-----------|------|-------------------|
| Student | | | |
| Director/Chair Department/School | | | |
| Dean AGS | | | |
| Other Sources of Funding | Describe: | | |