

Rawlings Cornell Presidential Research Scholars Conference Travel Request Form

Students are encouraged to seek opportunities to present their work at local, regional, national and international conferences and may request funding from their Research Support Account to cover necessary expenses for in-person or virtual conferences.

Please note, conference funding is for students who are presenting their research. If you are not presenting, you will need to contact the program director to discuss how the proposed conference relates to your research.

Conference expenses may include registration fees, accommodations, travel, food, and poster printing. Conference expenses are capped at \$1,200 for up to one week and may be pro-rated for a shorter duration.

Conference attendance must be endorsed by your faculty research mentor (via email to rcprs@cornell.edu) and be pre-approved by RCPRS staff. Pre-approval should take place at least 4 weeks prior to the conference.

Post-conference documentation is required within 2 weeks of the conference. This includes receipts for conference registration, travel (airfare, ground transportation, baggage fees, or gas & tolls), food, supplies, and accommodations; and the post-conference report (see page 4).

**TO BE CONSIDERED FOR FUNDING, PLEASE COMPLETE THE INFORMATION BELOW
and SUBMIT FOR PRE-APPROVAL**

SECTION 1 - STUDENT & CONFERENCE INFORMATION

Are you presenting your research at this conference? YES NO

Is this conference in-person or virtual?

Last, First MI:	NetID#:
Conference/Meeting Title:	
Conference Dates:	
Location:	

SECTION 2 - ABSTRACT - Attach a separate sheet with the abstract of your presentation/research paper.

SECTION 3 - BUDGET

SECTION 4 - FACULTY ENDORSEMENT - Provide confirmation from your faculty mentor regarding your request for conference or travel funding (email to rcprs@cornell.edu is sufficient)

SECTION 5 - TRAVEL HOLD HARMLESS AGREEMENT (see page 3)

SECTION 6 - INTERNATIONAL TRAVEL (when applicable)

If traveling internationally, you must use Cornell's Travel Registry <https://travelregistry.cornell.edu/>. Please note, RCPRS will not fund travel to any countries with elevated risk <https://global.cornell.edu/travel/travel-elevated-risk-destinations>.

I have read and understand the conference request process. I understand that if I do not have pre-approval from RCPRS staff, my request for reimbursement may be denied. I have submitted all required sections of this request form (1 - 6) either via email or in hard copy.

Signature and Date

SECTION 3 - BUDGET PROPOSAL Please print legibly.

If the faculty mentor or department is making the initial payment, you must provide the name of the accounting contact for the faculty/department.

CATEGORY	EXPENSE	NOTES
ACCOMMODATIONS	\$	GENERAL: Receipts are required for ALL trip expenses.
TRANSPORTATION	\$	
<i>Air/bus/train/fare</i>	\$ _____	ACCOMMODATIONS: RCPRS will cover the costs of basic accommodations. Students are encouraged to share room costs whenever possible.
<i>Transport to/from airport</i>	\$ _____	
<i>Fees for checked baggage</i>	\$ _____	
FOOD	\$	TRANSPORTATION: RCPRS will reimburse students for basic economy seats and one checked bag. Premium seats/extra legroom and any additional bags are the student's responsibility. We cannot cover the cost of car rentals.
SUPPLIES	\$	
CONFERENCE FEE	\$	FOOD: Capped at \$25/day.
TOTAL EXPENSES	\$	
TOTAL REQUESTED	\$	SUPPLIES: This might include printing a poster for your presentation.
AMOUNT APPROVED	\$	
		CONFERENCE FEE: Fee to register for conference; may also include student membership fee.

If your mentor is paying all or part of your conference expenses up-front, please indicate which expenses will be covered by your mentor and fill out the information below.

<i>Faculty First, Last Name:</i>	
<i>Department:</i>	<i>Dept. Account Number:</i>
<i>Email address:</i>	
<i>Amount Paid by Faculty Mentor:</i>	
<i>Accounting Rep First, Last Name:</i>	
<i>Email:</i>	

NOTES:

Travel Hold Harmless Agreement with Release Indemnification

The following agreement is designed to inform and protect all participants involved with Rawlings Cornell Presidential Research Scholars (RCPRS) opportunities: the student, Cornell University, the institutions and individuals cooperating with the Rawlings Cornell Presidential Research Scholars.

Student Name: _____

Travel Destination: _____

1. I acknowledge that my participation in this program is entirely voluntary and such participation will require transportation and habitation in _____ and that my participation may subject me to risks relating to my personal health and safety. I further acknowledge that I am traveling at my own risk and will take all precautions that I deem necessary for my personal safety and well-being including but not limited to medical precautions as needed prior to the start of service (e.g., vaccinations, dental, allergy medications, etc.).
2. I hereby agree to release, hold harmless and indemnify Cornell University, its trustees, officers, directors, agents and employees from any and all damages or claims of any nature whatsoever arising out of my participation in the Rawlings Cornell Presidential Research Scholars program. On behalf of myself, my estate, assigns, and heirs, I do hereby indemnify and hold Cornell University, its trustees, officers, directors, agents and employees harmless from any damage or liability incurred by Cornell or others as a result of my participation in this program for any costs or expenses including but not limited to hospital and medical expenses, legal and defense costs as well as settlements, judgments, fines and penalties of any nature whatsoever which may be incurred as a result of my participation in this program.
3. I agree to show a professional manner at all times, reflecting respect and responsibility as I travel to another location. I will abide by the host country's or state's laws and show good judgment toward cultural differences so as to maintain a harmonious international relationship. I understand Cornell University is not responsible for the defense of a student accused of a violation of the laws of the host country or state or for the payment of any fines and penalties resulting from such violations.
4. I acknowledge that I, and the University, may reserve the right to make cancellations or changes in cases of emergency or in the interest of the group. If I am unable to complete my trip, I agree to refund a portion or the entire amount provided by the RCPRS program. Should the RCPRS cancel my trip I agree to return remaining funds as agreed upon by Rawlings Cornell Presidential Research Scholars staff.
5. As a person of integrity, I have estimated my costs to the best of my ability. I am aware that costs fluctuate and I will cover any expenses above the stated amount. At the end of this trip, I will provide requested receipts and return any excess money to the RCPRS.
6. As a participant in this RCPRS program, I pledge to conduct myself in a manner that reflects favorably on both Cornell University and the United States.
7. I acknowledge that the terms and conditions of this travel agreement and this release indemnification and hold harmless agreement are contractual in nature and not mere recital.

Participant

Date

Student's Signature

Printed Name

Local Address

Permanent Address

Conference Travel: Post-Trip Report

Upon completion of the trip, the student must provide RCPRS with the following:

1. An itemized expense report detailing expenses incurred, including those paid for by the faculty/department and/or RCPRS. Please provide all original receipts.

The following may be used on the RCPRS website or publications.

2. Provide a brief summary of the conference and your presentation.

3. What knowledge did you gain from the experience?

4. How will you incorporate this knowledge into your current or future research?