



— RESEARCH INSTITUTE —
HEALTH & WELLNESS CENTER

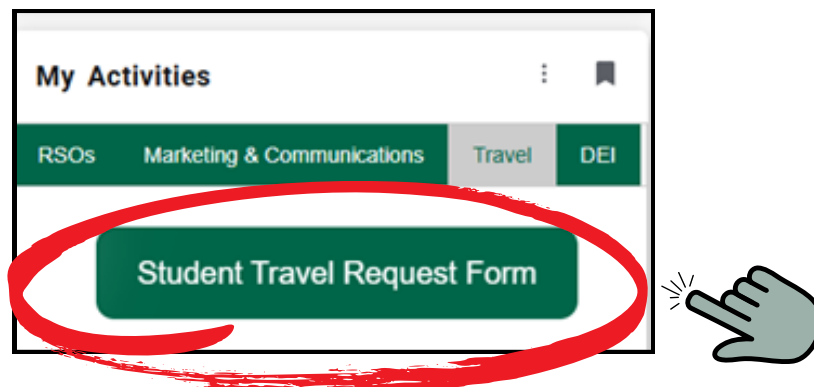
STUDENT RESEARCH TRAVEL FUNDING

-INSTRUCTIONAL GUIDE-

At the Office of Research, part of our mission is to actively support ACHE students in their research endeavors. This includes covering costs for students who have submitted abstracts to academic conferences, have been invited to present posters or talks, or are attending workshops and symposia directly related to their research. Our goal is to ensure students have the opportunity to share their work, gain feedback from experts in their field, and build valuable academic and professional networks.

See below for detailed instructions and information on how to apply for travel funding, including eligibility requirements and the application process.

1.Go to ACHE Connect → Navigate to the “My Activities” block → Navigate to “Travel” heading → Select, Complete, and Submit the “Student Travel Request Form” (refer to image below).



NOTE: For student research, funding is restricted to the one single, lead student author per abstract. Student MUST confirm that they are the lead author/presenter when they apply.

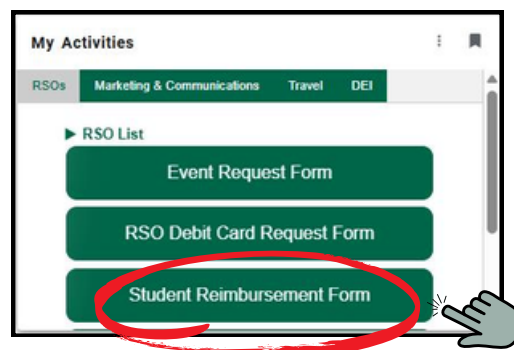
After submission of “Student Travel Request Form”, student will receive notification from the academic side if their travel has been approved by their Dean/Program Director. Once approved, continue to follow the steps below:

2. Student MUST provide (1) proof of abstract acceptance (acceptance email from organization/conference is accepted) and (2) a PDF of the accepted abstract to the Office of Research and Sponsored Projects. Please email these documents to the Director of Grants Management at katrina.brandli@achehealth.edu.

*Further information may be needed on a case by case basis. Students will be contacted directly by Katrina Brandli if additional documentation is required.

3. Students will receive notification from the Office of Research and Sponsored Projects once they have been approved to receive funding by the Vice President of Research. During travel, students MUST keep all receipts to submit with their “Student Reimbursement Form” after their travel has been completed. Funds will not be given to students ahead of travel completion.

To access the “Student Reimbursement Form” navigate to ACHE Connect → Navigate to the “My Activities” block → Navigate to the “RSOs” heading → Select and Complete the “Student Reimbursement Form” (refer to image below) → Submit “Student Reimbursement Form” and all receipts to katrina.brandli@achehealth.edu.



*For reimbursement to be received via Direct Deposit as OPPOSED to a check, a “Credit Authorization” form will need to be submitted to the Accounts Payable department. This form is available upon request.

ADDITIONAL POLICIES

Students should also review the policies below to understand what expenses will and will not be funded or reimbursed. It’s important to keep these guidelines in mind when planning and submitting travel requests.

- This support is directed primarily to conferences in the United States. Foreign travel will not be excluded but rather funded on a per application basis and the availability of student research travel funds.
- Reimbursements are only for the student traveler. Expenses for family members, friends, or other guests will not be covered.
- Alcohol is not reimbursable under any circumstances.
- Leisure activities, sightseeing, or entertainment unrelated to the research or conference are not eligible for reimbursement.
- Personal purchases, such as toiletries, clothing, or items forgotten at home, will not be reimbursed.
- Travel detours or extended stays for personal reasons are not covered by university funding.
- Meals and expenses beyond per diem limits, or outside the official dates of the approved travel, may not be reimbursed.

WE ARE HERE TO HELP!
EMAIL US AT
RESEARCH@ACHEHEALTH.EDU
WITH QUESTIONS OR CONCERNS