**URGO Travel Grant Guidelines**

*“Conferences shouldn’t be a one-way street, in which you talk and others listen. At their best, they are about hearing great ideas, responding to them, meeting people whose work stimulates your own, and building a network you may rely on in years to come.”*

**Food**

Please do not spend more than $30 on one meal (including tax and tip) and stay within $60 per day on food. This money is meant for meals and snacks to get you through the day. **Spending on alcohol will not be reimbursed.**

**Receipts**

Only ITEMIZED receipts can be reimbursed. That means they need to list everything you ordered or bought, not just list the total cost. The travel expenditure report must be filled out and turned in with receipts **within 2 weeks** of your return from the conference.

**Miscellaneous Expenses NOT included**

The URGO travel grant does not cover miscellaneous expenses beyond food, conference registration, lodging, and transportation costs, unless otherwise approved beforehand in the budget (e.g. clothes, toiletries, office supplies, etc. are not covered by the grant).

**Expectations**

1. You are representing Augsburg University and the same standards of behavior as outlined in the student handbook apply while traveling.
2. You are expected to take in the full range of conference activities on the days in attendance. Look at the conference schedule before you go (or on the plane) to plan your days. There are so many presentations to choose from, it is good to think ahead so you don’t miss something you really would like to see. URGO does not support students making a presentation and then “skipping out” of the conference for a vacation. If the student does not attend the conference, they will be expected to repay the cost of registration and any other costs already paid by URGO.

**Recommendations**

* Attend the plenary/keynote lecture. Why? “It’s your chance to see the work of someone at the top of their game.”
* “Practice a brief, accessible self-description. Be prepared to share the professional stage that you’re at and what you are working on” (doing so without undercutting yourself – don’t say you are JUST an undergrad- that is a perfectly appropriate academic stage to be in and you are going above and beyond to be presenting at this point).
* “Dress aspirationally. It can’t hurt to have others envision you as already in the next professional stage or rank that you’d like to achieve.”

Quotes from “Why I Love Academic Conferences” by Devoney Looser. Chronicle of Higher Ed, April 22, 2015.