Travel Award Requests and Poster Vouchers Policies

LAUNCH: Undergraduate Research (UGR) is able to offer limited financial support to students in the Undergraduate Research Scholars (URS) program.

Travel Award Requests

LAUNCH: UGR can offer up to 21 travel awards for $300.00 to students on main campus. These awards are available on a first-come, first-served basis for conference registration and other out-of-pocket travel expenses to make a public presentation for the Undergraduate Research Scholars project at a national or international conference or meeting. Contact us at ugr@tamu.edu before making a purchase to verify that the expenses can be covered.

IMPORTANT: This travel award will be processed through the office of Scholarships & Financial Aid. Reimbursements are posted to Texas A&M University student accounts in the form of a scholarship. If students have a balance due to their student account, this payment will be applied toward that balance. Students receiving need-based financial aid should be aware that this travel award may result in revisions to their financial aid package. Students can set up direct deposit through Howdy on the Finance tab.

We will accept requests for travel award reimbursements through April 1, 2019 as funds are available.

Travel Award Reimbursement Eligibility Requirements for URS Students

- Your conference must occur between October 1, 2018 and April 1, 2019.
- Proof of acceptance into a conference is required to hold a travel award.
- If your travel award hold has been approved by LAUNCH: UGR, you must submit your receipts and completed reimbursement form to LAUNCH: UGR no later than 1 week after the last day of your conference or you will forfeit your hold on a travel award.
- If you are unable to provide proof of acceptance into a conference, you will not be guaranteed a travel award. Instead, you will be put on a waiting list until proof of acceptance is received by LAUNCH: UGR.
- Expenses covered include normally reimbursable expenses such as:
  - Conference Registration
  - Housing / Hotel
  - Airfare
  - Fuel / Gas
  - Parking

Procedures for Requesting Travel Award Reimbursements

- Email ugr@tamu.edu first to check on travel award availability.
- If awards are available, you will be asked to provide information about your conference and anticipated expenses.
- Once your information has been reviewed by LAUNCH: UGR, you will receive notification of whether or not your travel award hold has been approved.
- If you have been granted a hold on a travel award, you must submit your receipts and completed reimbursement form to LAUNCH: UGR no later than 1 week after the last day of your conference or you will forfeit your hold on a travel award.
- If you forfeit your hold on a travel award, you will be moved to the bottom of the waiting list.
- Travel awards are not guaranteed to those on the waiting list.
2018-2019 Undergraduate Research Scholars

Texas A&M University at Galveston (TAMUG)

8 travel awards up to $300.00 are available to students on the TAMUG campus. Students at Texas A&M University at Galveston should contact Dr. Orissa Moulton at moultono@tamug.edu regarding the process for TAMUG conference and travel reimbursements.

Texas A&M University at Qatar (TAMUQ)

Students at Texas A&M University at Qatar should contact Ryan McLawhon at ryan.mclawhon@qatar.tamu.edu regarding the process for TAMUQ conference and travel reimbursements.

Poster Printing Voucher Requests

LAUNCH: Undergraduate Research will provide posters at a cost up to $32.00 for a maximum of 150 students on a first-come, first-served basis through the College of Architecture Help Desk. Posters will be printed on glossy paper, up to 48 inches wide. Please contact us at ugr@tamu.edu to obtain a poster printing voucher. We will not issue vouchers after April 1, 2019.

Note: You may apply for either but not both the poster/conference and travel reimbursement for your public presentation.