

College of Computational, Mathematical, and Physical Sciences

Undergraduate Experiential Learning Travel Funding Policy

Purpose

The College of Computational, Mathematical, and Physical Sciences (CMS) provides limited funding for undergraduate students to participate in approved experiential learning activities that require travel and enhance their academic and professional development.

Examples of eligible activities include:

- Presenting their original research at scholarly or professional conferences.
- Participating in discipline-related academic or professional competitions.
- Faculty-supervised field work.
- College-sponsored study abroad experiences.

Capstone courses and internships are **NOT** eligible.

Eligibility

The College of CMS will provide funding for **one significant experiential learning activity per undergraduate student per academic year**, provided all of the following requirements are met:

- The student must be an undergraduate at Brigham Young University.
 - The student's declared major must be within the College of Computational, Mathematical, and Physical Sciences.
 - The activity must be sponsored and supervised by a CMS faculty member.
 - The sponsoring faculty member must determine that the activity is consistent with the BYU Experiential Learning Framework. (Add <https://experience.byu.edu/0000018c-2636-dc7a-a7ae-7f76bd4c0001/experiential-learning-framework-nov-2023>)
 - The activity is not otherwise supported through grant funding or another external funding source.
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Approval

- Approval must be obtained at least seven (7) calendar days before travel begins.
 - All required spend authorizations must be completed before any travel occurs.
 - All travel expenses must follow BYU policies and procedures.
 - Final approval for College funding rests with the Dean's Office or its designee.
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Funding

- Funding is subject to the availability of College resources. Currently the college will cover up to \$1,000 in travel costs per student.
 - The College provides funding for one approved experiential learning activity per undergraduate student per academic year.
 - Any expenses exceeding the approved College funding amount are the responsibility of the sponsoring faculty member or another funding source.
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Eligible Expenses

Eligible expenses may include:

- Registration fees.
- Transportation.
- Lodging.
- Other travel-related expenses approved by the College.

The following expenses are not eligible for reimbursement:

- Food and meal expenses.
 - Personal expenses.
 - Expenses not directly related to the approved activity.
 - Expenditures reimbursed by another entity.
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Reimbursement

- All spend authorizations and expense reports must be processed through the CMS College Business Office.
 - Itemized receipts must be submitted within thirty (30) days after completion of the activity.
 - Reimbursement requests submitted after the 30-day deadline may be denied.
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Administration

The Dean's Office may establish funding limits, interpret this policy, and approve exceptions when appropriate.