Travel Policy

MU INSTITUTE FOR DATA SCIENCE & INFORMATICS

PHD STUDENTS

TYPES OF TRAVEL AWARDS

Podium Presentation

Allocated funds - $1,200

Poster Presentation

Allocated funds - $800

REQUIREMENTS

- ▶ Have a first-author peer-reviewed presentation at informatics related conferences.

- ▶ Promote IDSI by listing IDSI affiliation first on the publication. The official wording should be "University of Missouri Institute for Data Science and Informatics."

- ▶ Student must be in good Academic Standing.

- ▶ One funding allocation per student/year (e.g. July 1, 2024 – June 30, 2025).

PROCEDURE

- Fill out MUIDSI Travel Form.
- Obtain Advisor's signature.
- Include MoCode for any expenses over allocated amount.
- Send to Nicole Hegstad @ hegstadn@missouri.edu.
- Once approved, completed form will be returned to the student.
- Begin making travel arrangements.
- Nicole will process reimbursement. Keep all receipts!

Travel Request (Students)
MU Institute for Data science and Informatics

Name	
Date(s) of Travel	
Destination(s)	
Name of Meeting/Event	
Dates of Meeting/Event	
Early registration (Yes, No) Membership (Yes, No) Did you apply for student volunteer or travel award?	
Purpose/Benefit to the University and Your Training/Professional Development	
Estimated Cost to be Charged to the University	
Source of Funding, including MoCode(s) ($1200 for Podium and $800 for Poster Presentation) Require email approvals for supplement funding outside MUIDSI)	
Will there be personal travel in conjunction with this trip? If so, please explain.	

Note: Please spell out the names of conferences/organizations since many use acronyms.
Attached the accepted papers with MUIDSI affiliation.

Email form:
TO: *Nicole Hegstad (*hegstadn@missouri.edu*)*
Subject: *Travel Request*

Approved: _____   _____
                         Advisor   Date

Approved: _____   _____
                   Chi-Ren Shyu   Date