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## CURCA Travel Grant FA 2025

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**From** CURCA <curca@ung.edu>

**Date** Mon 10/13/2025 4:21 PM

**To** Jessica Nwachukwu (JINWAC3814) <JINWAC3814@ung.edu>; jesynwachukwu@gmail.com <jesynwachukwu@gmail.com>

 2 attachments (460 KB)

Jessica Nwachukwu (GURC)\_Travel Grants Indiv. Score Sheet.pdf; Jessica Nwachukwu\_Travel Grants Indiv. Score Sheet.pdf;

Dear Jessica:

Congratulations! I am pleased to inform you that both of your CURCA travel grant proposals have been selected for funding. This semester, with the generous additional funding from the Provost, we were able to award the majority of applicants and slightly increase funding amounts for those who have a greater need. Please see attachment for scores and feedback.

In the meantime, please note that CURCA may only reimburse you for your travel expenses after the presentation/performance is completed as allowable by state policies. The award amount is estimated from your Student Travel Authorization forms up to the max award of \$600 in total.

**If you have not already been accepted to your conference, please send us a screenshot of your acceptance as soon as you have received confirmation. Please note we cannot reimburse personal memberships.**

### **Reimbursement Procedure:**

To initiate the reimbursement process, please contact Allison Grundel at CURCA ([curca@ung.edu](mailto:curca@ung.edu)) **before** you travel to receive the reimbursement forms and instructions. You may either work with your faculty mentor or our office to complete these documents.

**(Note:** we are able to pre-purchase certain items like airline tickets and registration. Should you prefer to pre-purchase, please contact Allison Grundel directly [[allison.grundel@ung.edu](mailto:allison.grundel@ung.edu)]).

To receive reimbursement for other travel costs, you will need to turn in an electronic copy via email for us to first approve and double check the paperwork and receipts. Once approved you have a choice to:

- (1) sign electronically through DocuSign or
- (2) print all forms, sign in ink, and turn in a physical copy.

A complete packet includes: (1) travel expense form, (2) a copy of the conference/performance program that includes the title of your presentation/performance and name, (3) any applicable receipts, and a (4) completed student vendor form within 10 business days of your trip.

In addition, please note the following requirements for reimbursement:

1. **All reimbursement paperwork must be submitted within 10 business days of your return.** Please email [CURCA@ung.edu](mailto:CURCA@ung.edu) for the forms that need to be completed.
2. You must have *original* receipts for each charge.
  - a. For hotels and flights: it should display the last 4 digits of your card.
    - i. The hotel receipt **must itemize the list of charges** and have a **\$0 balance at the bottom of the receipt.**
  - b. You do not need to keep food receipts since you will have a set per diem based on your conference location if it is an overnight trip
    - i. Per diem **cannot** be claimed if it's a day trip. Per diem can only be claimed if the traveler is staying at least one night at a hotel.
3. Include a copy of the conference program with your name highlighted as a presenter.
4. **Important notes to read regarding travel and restrictions:**
  - a. Hotels can only be claimed if it's 50 miles or more from your residence.
    - i. Alternatively, you may stay overnight if the conference is less than 50 miles from your residence if you receive written approval via email from your department head **before** you travel explaining why (early classes, etc.). Please send this email before your trip to [CURCA@ung.edu](mailto:CURCA@ung.edu) for our records.
  - b. Airbnb, VRBO, etc., expenses **cannot** be reimbursed. Lodging must be at a hotel.
  - c. Per Diem (food/meals) can only be claimed if there is an overnight stay at a hotel – cannot be claimed if it's just a day trip.
  - d. We can only reimburse the cost of renting a car if it is rented through Hertz or Enterprise.
  - e. For flights, we can only reimburse the base economy fare with taxes and no upgrades. Upgrades may include an extra fee for a refundable ticket, early bird check-in, etc. If basic economy is not available, you can book the lowest Main Cabin fare and let us know.
  - f. We expect students to *carpool and share rooms* up to 4 per room where at all possible; we will reimburse at a double occupancy rate.
  - g. For students who carpool in a group, *only the driver will be reimbursed* mileage (mileage rate includes wear/tear and gas).
5. Finally: all reimbursements must comply with state regulations. This means that the original estimate amounts on your travel grant submission may be modified.

**Please email these forms to the CURCA office to approve ([curca@ung.edu](mailto:curca@ung.edu)) and let us know if you prefer to sign electronically via DocuSign or sign these forms in person in ink. If the latter, then you can drop these forms to the CURCA office (Dunlap 108A in Dhlonega or Administration 111 in Gainesville) when you submit your reimbursement paperwork.**

Again, congratulations on being accepted to perform or present your research at a professional conference. UNG is very proud of your commitment to excellence, and the CURCA office is especially pleased with your discoveries, innovations, and creativity.

Warm Regards,

Dr. Diogo Pinheiro, CURCA Assistant Director  
Allison Grundel, Program Coordinator, CURCA & NCS

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Center for Undergraduate Research and Creative Activities  
(CURCA)

