

## Applying for Funding to Support Student Travel

### ***Application Process***

The J.D. Power Center has funding available to support students traveling to present at academic conferences, to conduct research, and/or to engage in project-based learning. Applications for funding are typically considered in early October, early December, February, and mid-April. If you need an expedited review of your application, please email [jdpowercenter@holycross.edu](mailto:jdpowercenter@holycross.edu). Applications can be accessed via the [Student Program Applications Portal](#) under the Ignite Fund or [My HC](#) for Summer Research Conference Travel. If you have questions about whether your travel plans fall under our purview, please email us at [jdpowercenter@holycross.edu](mailto:jdpowercenter@holycross.edu).

### ***Travel Policies***

Our goal is to serve as many students as possible to travel as safely as possible. To assist you in compiling your application and understanding relevant policies, we have created this page. Students traveling via J.D. Power Center funding are responsible for understanding this information.

Please note that the J.D. Power Center reserves the right to change the following conditions without prior notice. Such changes might be in response to conditions at your destination, changing College policies, or some other consideration that we feel is necessary in order to preserve student safety and program viability.

### **General**

- The Center requires that all students seeking to travel on J.D. Power Center funding begin by completing an application via the Student Program Applications portal or MyHC (for summer research students).
- Once a student's application is accepted, a letter will be sent via email that includes instructions on additional forms that need to be completed before travel can commence and details about a final report that must be completed after travel is completed.
- After a student's application is accepted, students must make travel arrangements within a reasonable timeframe for their travel dates. If rates for either hotels or flights are significantly higher due to late booking, students may be refused funding for these additional expenses. Should travel plans require a student to travel on short notice, this should be explained at the time of application.
- The J.D. Power Center provides assistance for all students traveling on College funding. This can enable many of the travel-related costs to be paid directly by the Center. Receiving this assistance, however, requires that you plan ahead and schedule an appointment with J.D. Power Center staff to make your plans. It is not the Center's responsibility to initiate contact with students, or to make travel arrangements without student input and involvement.
- Students may make their own travel plans; however, **they will not be reimbursed until after returning from travel**. Students should not make any travel plans before receiving official notification of their funding award.

- Students should expect to check their Holy Cross email for information regarding their award and travel planning. While traveling, students should check their email at least daily while away from campus.
- Proposals for conference travel should be for no more than \$800 for domestic travel (or \$1500 for international travel). Due to a generous donation, the McKay Opportunity Fund has been established to provide additional financial assistance for students with high financial need. If you would like to be considered for McKay Funds in addition to Ignite Funding, please indicate this on your application and detail all travel-related expenses in your budget.
- Expenses should be as modest as possible, while prioritizing safety. Budget to stay in safe areas close to the conference site; plan for safe and reliable ground transportation; make arrangements far enough in advance that options do not become limited by finances. See notes below acceptable costs for hotel accommodations.
- Get itemized receipts for *everything*. If an establishment does not offer itemized receipts, ask for one to be written informally, or write your own “receipt.”
- Keep a log of all expenses and either digitize or make copies.
- Remember that you are a representative of your Program and your College and should behave accordingly.

### **Acceptable travel costs**

Students may apply for funding to cover the following:

- Travel to and from the destination via plane, bus, train, car
- Hotel accommodations
- Public transportation
- Taxi and ride-sharing service fares
- Ground transportation to and at the destination
- Per diem meal allowance of \$30/day (pro-rated for partial travel days)
- Admission to relevant sites and events
- Mileage (calculated as 56 cents per mile, from Holy Cross—not a student’s home—to the destination)
- Relevant parking costs
- Tolls
- Zipcar fees associated with a single trip

### **Unacceptable travel costs**

The best way to ensure that your expenses will be reimbursed is to clear them with the Center ahead of time. Some expenses cannot be reimbursed under any circumstances:

- Gas (see mileage reimbursement information above)
- Alcohol
- Food expenses beyond \$30 per diem
- Entertainment
- Room service, minibar, or video rental charges
- Flight change fees that are incurred for convenience
- Seat or class upgrades

- Laundry fees
- Souvenirs
- Parking or speeding tickets
- Zipcar membership fees
- Rental cars
- AirBNB
- Non-chain hotels

### **Accommodations**

We prioritize helping students identify safe housing while travelling.

- Students should aim to identify housing options that fall within the U.S. General Service Administration's [Per Diem Rates](#) for their destination city. You should receive pre-approval for anything over this amount (which is less than \$200 for most locations).
- Conference hotel rates can be supported, so long as they are not significantly more expensive than comparable housing in the area.
- We cannot support accommodations made through AirBnB or similar sites. Students must stay at established hotels. Ideally, this means booking at a major chain hotel.
- If you have questions about accommodation safety, please consult J.D. Power Center staff.

### **Travel with other students, faculty, and staff**

- Students should, when possible, share accommodations with other Holy Cross students. You should speak with the Center staff if you feel that sharing accommodations will not work in your particular situation.
- Students should never share accommodations with Holy Cross faculty or staff, nor should students travel alone with Holy Cross faculty or staff.
- The Center does not support travel for traveling partners who do not have a role in the travel purpose. This includes parents and friends.

### **International travel**

- All students traveling through the College are required to register with International SOS, a service paid for by the College to provide support to students while abroad. This service can provide you with services (including access to medical care), advice, and crisis support in the event of an emergency situation while traveling internationally. Registering for the service allows the College to better understand your itinerary and to reach out to support you in case you need it. Downloading the International SOS app also allows you to get immediate service if something unexpected happens.
- You are responsible for determining how to communicate while abroad. This means understanding whether you need to purchase new phone equipment or services.
- It is HIGHLY RECOMMENDED to register all travels with the U.S. Dept. of State ([www.travel.state.gov](http://www.travel.state.gov)). This only takes a moment of time and ensures that the local US Embassy knows where you are in case of emergencies.

***Emergencies while traveling***

- If you are in an emergency situation, you should first contact and work with local authorities, then contact the J.D. Power Center for assistance.
- The Center does not maintain a 24-hour contact line. While you can email or call the Center with any concerns, you should not expect a reply outside of business hours.
- If you have an emergency that requires immediate attention from the College, you should call the Public Safety 24-hour emergency number (508-793-2222). They will be able to connect you with necessary resources.

***Sexual Harassment and Assault***

The College's commitment to non-discrimination includes an assurance that the College will not tolerate unlawful discrimination or harassment on the basis of race, religion, color, national origin, age, marital or parental status, veteran status, sex (including, but not limited to sexual violence, dating or domestic violence, or stalking), disability, genetic information, sexual orientation, gender identity, or any other legally protected status as part of its educational programs, including internship programs. This is the case even for off-site student experiences.

If you experience a concern while traveling regarding unlawful discrimination or harassment, the College will assist you in accordance with its policies. Anyone with questions, concerns or complaints regarding unlawful discrimination, discriminatory harassment or retaliation may contact the Director of J.D. Power Center, the Weiss Summer Research Program, Human Resources, or the Title IX Coordinator to discuss or report the matter and to learn more about available options and resources.

Any incident of sexual assault should be reported to local law enforcement authorities. In addition to the Title IX office at Holy Cross, the following resources may also be of assistance: <https://www.holycross.edu/sexual-respect-and-title-ix/sexual-assault-facts-education-and-response-safer/resources#E>

***Student Conduct***

Students are expected to adhere to all official College policies, including (but are not limited to) all policies outlined in the College's Student Handbook, the College Catalog, the College's Title IX Policy, the College's Academic Honesty Policy, and any other relevant College policies. Students found to be in violation of these codes while participating in programming or travel funded by the J.D. Power Center will be referred to the appropriate campus contacts.