



JAMES MADISON
UNIVERSITY®

Physics and Astronomy Student Travel Guideline Form

Dear Student,

As you are preparing for your upcoming research-related travel remember that you are representing not only yourself, but the Department of Physics and Astronomy and James Madison University as well. Therefore, please conduct yourself in your actions and words as the professionals you aspire to be.

If you travel for a conference, please attend talks and posters, be respectful and listen, support your fellow students, and take the opportunity to expand your horizons. Keep in mind that this is an opportunity for you to find science, and scientists that interest and inspire you, so take advantage of all the topics available and explore!

Below are given a few general guidelines you should follow. These will make the return to campus and any reimbursements easier:

- While meals will be covered by the department, there are caps to the cost and you must bring back itemized receipts. Therefore, please check beforehand what are the per diem rates. Be mindful that none of the items on the receipt should contain alcohol. Keep all your travel receipts to get money back!
- In terms of hotel booking, be mindful of hotel location and hotel quality.
- If you travel by plane, you will need a government issued photo ID to board the plane. If you are travelling outside of the United States, you will need a passport. It is recommended that you check current travel requirements beforehand.
- In terms of packing, try to be minimalistic.
- Avoid going into situations where you and your safety may be at risk. These situations may include inviting strangers to your hotel room or going to unfamiliar places alone.
- Refer to the JMU Travel Policies prior to your trip.
 - <https://www.jmu.edu/financemanual/procedures/4215.shtml>

Check with your research advisor for more specifics travel information of your upcoming trip.

Sign below to certify that you have read these travel guidelines. Return the signed form to your research advisor.

Student Name (print clearly): _____

Date: _____

Student Signature: _____