

STUDENT CONFERENCE FUNDS REQUEST FORM

Guidelines/Instructions:

- These funds, administered by the Academic Dean's office, are awarded on a case-by-case basis with awards as high as \$600 per student per academic year. All requests will be reviewed by the Dean of Academic Affairs. Additional financial support may be available from academic departments and area studies programs where appropriate, as well as to students in CSTEP and the McNair Program.
- **Complete this form in its entirety and attach a copy of the conference program (including a title and abstract of your work as well as the letter of invitation to the conference if you are presenting). Requests without completed itemized budgets and all required signatures will not be processed.**
- If your request is approved, a copy of this form, a Tax Exempt Certificate for the state to which you are traveling, and an Expense Reimbursement Voucher will be mailed to your CMR Box. Please remember to take the Tax Exempt Certificate with you when you travel. If your request is not approved, you will be notified by e-mail.
- The University has a direct billing arrangement with Travel Unlimited (386-8525) and although you are encouraged to use their service, you are free to choose alternative sources for travel arrangements. Official travel **NOT** conducted through Travel Unlimited will be at the discretion of the traveler and all arrangements, including payment, reimbursement, etc. will be the sole responsibility of the traveler.
- You may request a cash advance to help with out-of-pocket expenses. The advance will be available 10 days prior to your departure. Advances are authorized for an amount up to 50% of anticipated out-of-pocket expenses, not to exceed \$500.
- A completed Expense Reimbursement Voucher must be submitted to the Dean of Academic Affairs, Vilas 103, within 15 business days after returning from the approved trip. Additional Expense Reimbursement Vouchers are available in the Business Office or the Dean's Office. (Copies can also be printed from the Financial Services webpage of the SLU website.)

General Information:

Student Name _____ Class Year _____ Major _____

Phone _____ CMR Box _____ E-Mail Address _____

Sponsoring Faculty _____ Dept. _____

Title of conference _____

Conference sponsor _____

Site of conference _____ Dates of conference _____

Student conference activity:

____ oral presentation ____ present poster ____ co-present poster

other: _____

If co-presenting, names of other presenters: _____ (over)

Itemized Budget:

\$_____ Airfare

\$_____ Personal auto use (\$0.412/mile)

\$_____ Lodging

\$_____ Food (maximum \$40/day with receipts; \$30/day without receipts)

\$_____ Registration fees

Are meals included in registration fee? _____

Is lodging included in registration fee? _____

Miscellaneous expenses (taxi, parking, tolls, etc.) – please itemize below:

\$_____ _____ \$_____ _____

\$_____ _____ \$_____ _____

\$_____ **Estimated total**

Indicate other available sources of funding: _____

Cash Advance:

Is a cash advance required? _____ no

_____ yes Amount required \$_____

(50% of anticipated out-of-pocket expenses; not to exceed \$500)

Signatures:

Student signature _____

Sponsoring Faculty signature _____

Department Chair signature* _____

*Please indicate amount of departmental funding \$_____

Account #(s) _____

Academic Dean's Office Approval _____

OFFICE USE ONLY:

Approved _____ yes amount approved _____

_____ no reason request denied _____

Copies: _____ student (include _____ tax exempt certificate _____ expense reimbursement voucher)

_____ faculty sponsor

_____ department chair

_____ Business Office (attached to check request)

_____ Travel Unlimited (notification by e-mail)

May 2007