

# 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 (\$0.345/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) \_\_\_\_\_

Dean of Academic Affairs signature \_\_\_\_\_

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**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)