**Graduate Student Conference Travel Support Application**

This completed application must be e-mailed to Graduate Studies, graduate.studies@marymount.edu

**Eligibility:** See [Graduate Studies webpage](http://www.marymount.edu/Academics/Programs-of-Study/Graduate-Studies) for more information.

**Deadline**: Submit your travel support application as early as possible. It will take at least 3 weeks to process requests. Conferences often (but not always) have a lower ‘early bird’ registration option. Please submit requests at least 4 weeks prior to any ‘early bird’ deadline to allow access to the lowest registration option.

**Section 1**

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| --- | --- |
| Name: | MU ID number: |
| Mailing Address: |
| MU Email address: Phone: |
| Major: | Advisor: |
| Anticipated graduation date:*Note: you must be a registered student during the semester of application AND travel.* |
| Conference Title: |
| Conference Dates: | Conference Location: |
| Your level of participation: (indicate)* Presenter? (complete Section 3 which provides more details about the nature of the presentation)
* Volunteer? (Briefly describe the nature of this volunteer activity and include the letter inviting you serve as a volunteer)
* Attendee only?
 |
| Relationship of the Conference to your academic major and or your career goals: |

**Section 2**

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| **Budget Information** |
| Conference Registration Fee: Due Date for conference registration fee: |
| Estimated travel expenses: Transportation - Lodging- Meals-  Other expenses (for example, cost of the poster if poster presentation)- |
| Include an electronic copy (or website link) of conference brochure that identifies the date, location, sponsor, conference registration fees, and main topics of the conference.  |

**Section 3**

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| **For Those presenting at the conference** Title of presentation: |
| Names of co-presenters (if any): |
| Has the presentation been accepted? If yes, Please submit an electronic copy of the acceptance letter. If you are still waiting to hear about acceptance- please let us know ASAP once you have final word on acceptance |
| Name of the faculty member who will mentor you in preparation for attending the conference: |
| Today’s Date:  |

**Section 4:**

**Support letter from Department Chair or MU faculty member overseeing the project**

Please share your completed travel application form with your department chair or the MU faculty member overseeing the project. This Individual should provide you with a letter of support that provides insights into the nature of the conference and types of projects typically accepted for presentation.

The person writing the support letter should be directed to comment on the scope and reputation of this conference within your discipline and the significance of the acceptance of a project for presentation at this conference. Funds to support student travel are limited. Although we try to support all requests for student work accepted for presentation at an outside conference, there may be times when there is competition for these limited funds. The competitiveness of the application process as well as the national reputation of the conference will contribute to funding decisions if we receive more applications than we have funds.

**To be completed by Graduate Studies**

Amount approved:

Additional document required before a funding decision can be made:

Other comments:

Policies and Procedures for Graduate Student Conference Travel

**Extent of funding available for graduate student conference travel**

Travel award amounts from Graduate studies for 2015-2016 academic year are as follows:

* For students giving a presentation at a major conference, a conference presentation travel grant of up to $750 will typically be awarded.
* If multiple students are joint authors on the same presentation, the $750 conference presentation travel grant will be awarded to only one of the presenters. However, conference registration fees of up to $250 will be paid for other co-presenters.
* Conference travel support will be considered for students serving in a volunteer or support role at a major conference based on availability of funding.
* Students attending a conference can generally receive support toward their conference registration fees even if they are not presenting or volunteering at the conference. These are awarded on a ‘funds available’ basis and are limited to no more than $250.
* Some schools or departments have additional or alternative funds available to support graduate student conference travel. Thus, in selected circumstances, additional funds may be available.
* Total support from the Office of Graduate Studies for conference presentation travel support is limited to $750 total during a student’s academic program of study. Other options may be available through the student’s department and or school.

Note: As with all budgets, the budget to support graduate student conference travel is limited. Thus, all estimates of individual funding amounts are based on ‘funds available’ estimates. Given past experience, we anticipate sufficient funds to provide support at the levels identified above. The actual amount of each award may be adjusted up or down based on the total number of requests in any year; and may result in award decisions being made through a competitive process. Informing the office of graduate studies as early as possible about the potential for a student presentation at an outside professional conference will help assure funding for their conference travel requests.

All graduate students who receive funding to present their scholarly or creative work at an outside conference are expected to also submit the presentation for consideration for presentation at the annual Marymount Student Research Conference that occurs every year in April. You can access information about the Marymount Student Research Conference through the [graduate studies webpage](http://www.marymount.edu/Academics/Programs-of-Study/Graduate-Studies).

## Application Procedures

Submit completed applications to the Office of Graduate Studies (graduate.studies@marymount.edu). The application will be shared with the dean and department chair within the applicable school to alert each group to the request and coordinate efforts to identify all potential sources of support, alternative or additional to graduate studies:

* Internal funds that may be available through the school or program that can be applied to the request.
* External sources of funding that faculty or administrators may be aware of and can communicate to the student.

The application should be submitted as early as possible. Ideally, for those submitting their work for presentation, send the travel request at the same time you submit your application for giving a presentation. Confirmation of the conference presentation travel award will not be made until there is confirmation of acceptance of the presentation. However, early submission of the travel request allows us to ‘put aside’ the funds to award if your presentation is accepted.

The office of graduate studies will generally provide a response to your application within three weeks. You will receive a letter electronically (using your Marymount email address) stating the amount of the award and identifying any stipulations on the award.

#### Conference Registration

Conference registration fees can be paid directly by the University IF the request is submitted to the Office of Graduate Studies in sufficient time to meet the registration deadline. Generally, this requires up to 4 weeks. Students are encouraged to take advantage of any early registration discounted rates. Once a student’s request for a conference travel grant has been approved, a request for the university to pay the conference registration fee can be made.

Alternatively, a student can pay the registration fee and be reimbursed.

#### Reimbursement for Travel Expenses

After returning from the conference, the following materials must be submitted to the office of graduate studies to process reimbursement:

1. Completed and signed student travel expense form, listing expenses. Complete the form electronically as it automatically calculates totals across categories. You can access a travel request form from econcierge or by emailing graduate.studies@marymount.edu
2. Confirmation of travel (for example, airline boarding pass stub, hotel bill).
3. Original receipts for all items for which reimbursement is being requested (please remember to keep a copy of these receipts for your records).

A reimbursement check will then be sent to the student at the current mailing address on file at the university. Students should check the local mailing address on file for them at the university to be sure it is correct. Directions for checking and updating a mailing address are on Marymount’s website, under the [registrar’s office page](http://www.marymount.edu/Academics/Services-Resources/Registrar-s-Office/Updating-Your-Information).