**Student Conference Travel Support Application**

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

Undergraduate students: see [Discover webpage](https://www.marymount.edu/Academics/Programs-of-Study/Discover-Research-Program/Discover-Research/Student-Conference-Travel-Support) for more information.

**Email Completed Application to:**

* Graduate students: email completed application to [graduate.studies@marymount.edu](mailto:graduate.studies@marymount.edu)
* Undergraduate students: email completed application to [discover@marymount.edu](mailto:discover@marymount.edu)

**Deadline**:

Submit your travel support application as early as possible. It will take at least 3 weeks to process requests. Conferences often have a lower ‘early’ registration option. Please submit requests at least 4 weeks prior to any ‘early’ 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**

|  |
| --- |
| **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.

The person writing the support letter should comment on the scope and reputation of this conference within your discipline and the significance of acceptance 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 as well as the reputation of the conference will contribute to funding decisions.

**To be completed by Graduate Studies/Discover**

Amount approved:

Additional document required before a funding decision can be made:

Other comments:

Policies and Procedures for Student Conference Travel

**Funding for student conference travel**

Travel award amounts are as follows:

* Marymount students giving a presentation at a major conference can apply for a travel grant of up to $750 to cover expenses associated with travel and conference registration.
* 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 with no formal participation role can apply for support of their conference registration cost, offered ‘as available’ up to $250.
* Aggregate support for conference presentation travel support is limited to $750 total during a student’s program of study (undergraduate or graduate). Other options may be available through the student’s department and or school if a student has reached this limit.

Note: As with all budgets, the budget to support student conference travel is limited. We anticipate sufficient funds to support qualified applications at the levels identified above assuming average number of applications received in a given year. Be assured, once your application has been approved, the funds are set aside for it. As the year progresses, we may need to adjust maximum awards for new requests.

**All 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 inclusion at the annual Marymount Student Research Conference** that occurs in April. You can access information about the Student Research Conference through the [graduate studies webpage](http://www.marymount.edu/Academics/Programs-of-Study/Graduate-Studies).

## Application Procedures

**Email Completed Application to:**

* Graduate students: email completed application to [graduate.studies@marymount.edu](mailto:graduate.studies@marymount.edu)
* Undergraduate students: email completed application to [discover@marymount.edu](mailto:discover@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 or Discover:

* 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 Education or Discover 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 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 graduate studies or Discover to process reimbursement:

1. A brief 1-2 page summary report of the conference experience with emphasis on new knowledge that was gained or information that will be of particular value as you continue to pursue your studies. Please include at least one photograph from the conference in your summary.
2. 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 e-concierge or by emailing [graduate.studies@marymount.edu](mailto:graduate.studies@marymount.edu)
3. Confirmation of travel (for example, airline boarding pass stub, hotel bill).
4. 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 you at the current mailing address on file at the university. Check the local mailing address Marymount has on file for you. 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).