**Student Conference Travel Support Application**

**Eligibility Requirement:**

* Students must have completed at least one semester of study at Marymount University.
* Be registered for classes at the time of application and travel.
* Be in good standing and making satisfactory progress toward a degree.

**All students should Email Completed Application to** [discover@marymount.edu](mailto:discover@marymount.edu)

**Deadline**:

Submit your travel support application as early as possible, preferably at least 6 weeks prior to travel. 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**

|  |  |  |
| --- | --- | --- |
| Name: | | MU ID number: |
| Mailing Address: | | |
| MU Email address: Phone: | | |
| Check appropriate box: Graduate Undergraduate | | |
| 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** | | |
| Due Date for conference registration fee: | | |
| Travel Expenditure | Estimated costs by category | Approved costs by category |
| Conference registration1 | $ |  |
| Airfare2 | $ |  |
| Lodging3 | $ |  |
| Ground transportation (i.e. train, taxi, bus, limo, rental car, etc.)5 | $ |  |
| Vehicle Mileage\_\_\_\_\_ miles @ $\_\_\_\_\_\_ by mile6 |  |  |
| Other conference Expenses (i.e., cost poster preparation.) | **$** | **$** |
| **Maximum amount approved for reimbursement** | |  |
| **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.** | | |

1Standard student registration fees can be covered. Students are encouraged to register early to take advantage of any early registration discounts. Any added costs for onsite registration will not be covered.

2 Coach seats only: Costs of upgrades or enhancements to airfare will not be reimbursed.

3 Reimbursement is at the standard conference lodging rate when staying at a hotel offering a conference-negotiated nightly rate, or, for non-conference hotels, up to 150% of the GSA nightly lodging rate (excluding taxes and fees) for the destination city and seasonal changes in rates. See [GSA website](https://www.gsa.gov/travel/plan-book/per-diem-rates) for specifics.

4Ground Transportation (i.e. taxis, ridesharing options, shuttles) may be reimbursed with proper receipts. The most economical, efficient, and direct mode of transportation should be used for conference travel.

5When students use personal vehicles, reimbursement for mileage may be granted in accordance with the IRS [standard mileage rates](https://www.irs.gov/tax-professionals/standard-mileage-rates) for reimbursable business miles.

Note: Meals are an unallowable expense from this fund. Please factor your need to pay for meals on your own.

**Section 3**

|  |
| --- |
| **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.

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 Discover Research Office.**

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 no more than one presenter. However, conference registration fees of up to $250 each will be awarded for other co-presenters up to 4 co-presenters in total.
* 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 in any one academic year (undergraduate or graduate) and for no more than 2 years in total. 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 also expected apply to present their work at the annual Marymount Student Research Conference** that occurs every April. You can access information about the Student Research Conference through the [link](https://www.marymount.edu/Academics/Programs-of-Study/Discover-Research-Program/Student-Research-Conference) provided.

## Application Procedures

**Email Completed Application to** [discover@marymount.edu](mailto:discover@marymount.edu)

The application will be shared with the dean and the school director as applicable to alert each group to the request and coordinate efforts if multiple sources of support are available:

The application should be submitted as early as possible. Ideally, for those submitting proposals for presentation at the conference, send the travel request at the same time you submit your application for giving a presentation. Confirmation of the 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 Discover Research 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.

#### Reimbursement for Travel Expenses

After returning from the conference, the following materials must be submitted to Discover Research 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 discover travel webpage.
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).
4. 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. If possible, include at least one photograph from the conference in your summary.

The university has moved to a direct bank deposit system, rather than mailing a check, as its preferred mechanism for paying these expenses. It is less likely to get lost in mail or directed to the wrong mailing address (given frequent address changes of students).

Thus, when you submit the request for reimbursement, we will send you a bank transfer form for you to identify your bank deposit routing information. If you prefer to have a check mailed, we can do that. But, we have found that the direct deposit mechanism is faster and safer.