Please be advised that applicants who are granted fee waivers are not eligible for GSA programs like Conference Funding.

I. Purpose:

All enrolled graduate students are eligible and encouraged to apply for conference funding during the time they are registered as graduate students at UB. These moneys are allocated by the GSA Senate so that graduate students can acquire useful professional experience, through presenting their work at scholarly conferences relevant to their fields of interest (including the arts, humanities, and related disciplines) or by participating as a conference or workshop attendee.

II. Guidelines

There are limited funds available from GSA to supplement graduate students for attending or presenting at professional academic conferences, workshops or conventions. The following guidelines govern allocation of these funds. If at any point you are uncertain about how to follow and fulfill the guidelines below, please contact the GSA.

A. Currently registered graduate students may receive the following maximum funding in their graduate career.

- **Master’s - $350.00**
- **Doctoral - $550.00**

  Of your allowed limit, $150.00 may be used for attending (not presenting at) a conference. You may only apply for funding to attend a conference once per academic year.

B. Conferences or Workshops organized by a private company for the purpose of training or indoctrination with a proprietary technology will not usually be funded by the GSA.

C. Applicants MUST HAVE APPROACHED their academic adviser and department for funding prior to the submission of the application. Any anticipated funding must be listed on the request form.

D. We encourage you to request funding from your Departmental GSA club as well.

E. Funding from GSA can only be applied to reimbursement for:

1. All or part of the conference registration fee.
2. Transportation – Plane/Train/Bus Tickets, Car Rental, fuel, mileage. The GSA will reimburse for mileage or fuel, but not both. The mileage rate is $0.56 per mile.
3. Lodging – maximum of $150.00/night unless in a high demand area with prior approval from the GSA.
4. Food – maximum of $30.00 per day (original, itemized receipts must be provided).

Only expenses directly related to the conference will be considered reimbursable; membership fees are NOT reimbursable.

F. Applications for funding MUST BE PRE-APPROVED for the funding period in which the conference occurs (see attached deadline schedule). It is your responsibility to anticipate and plan accordingly for attendance at a conference, and to submit your application for funding on time. If you do not attend the conference you can always withdraw your request without penalty.

G. LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED - NO EXCEPTIONS!

H. All applications MUST BE TYPED, no exceptions.

I. Conference funding moneys will be allocated into equal funding periods. The following hierarchy of categories will determine pre-approval for these periods.

1. Graduate students presenting at conferences who have **not** been previously funded.
2. Graduate students presenting at conferences who have been previously funded.
3. Graduate students attending conferences who have **not** been previously funded.
4. Graduate students attending conferences who have been previously funded.
5. In the event that requests in any category exceed the amount of funds allotted, the funding will be distributed equitably along pre-established criteria.

III. Deadlines

Graduate students must adhere to the conference funding deadline schedule in order to ensure that their requests are approved and processed in a timely manner. Failure to observe these deadlines will result in denial of funding requests.

CONFERENCE FUNDING SCHEDULE 2014-2015

<table>
<thead>
<tr>
<th>Conferences Occurring:</th>
<th>Deadline for Pre-approval Submission:</th>
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<tbody>
<tr>
<td>September, 2014</td>
<td>August 18, 2014</td>
</tr>
<tr>
<td>October, 2014</td>
<td>September 15, 2014</td>
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<tr>
<td>November, 2014</td>
<td>October 15, 2014</td>
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<tr>
<td>December, 2014</td>
<td>November 17, 2014</td>
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<td>January, 2015</td>
<td>December 15, 2014</td>
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<td>February, 2015</td>
<td>January 15, 2015</td>
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<td>March 2015</td>
<td>February 16, 2015</td>
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<td>April, 2015</td>
<td>March 16, 2015</td>
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<td>May, 2015</td>
<td>April 15, 2015</td>
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<tr>
<td>June, 2015</td>
<td>May 18, 2015</td>
</tr>
<tr>
<td>August 2015</td>
<td>July 15, 2015</td>
</tr>
</tbody>
</table>

IV. Documentation

REQUIREMENTS FOR SUBMISSION
You MUST submit the following request form to the GSA office before close of business on the deadline date in order to be considered for conference funding. Late and/or incomplete applications will not be considered for funding.

AFTER RETURNING FROM THE CONFERENCE

A. ORIGINAL Conference Grant Agreement- signed (included with approval email)

B. ORIGINAL vendor documentation/receipt(s) for expenses totaling or exceeding your approved amount (receipts MUST BE ITEMIZED for expenses such as plane fare, gas, tolls, mileage, registration, food, lodging, etc.).

*IT IS YOUR RESPONSIBILITY TO ASK FOR ITEMIZED RECEIPTS IF THEY ARE NOT PRESENTED TO YOU AT CHECKOUT!*

C. Proof of payment documentation for all receipts submitted (credit card slip(s) and credit card statement that includes YOUR name, last four digits of the card number, and purchase price, or a copy of the canceled personal check) must be submitted for a reimbursement. YOU WILL ONLY BE REIMBURSED FOR EXPENSES YOU PAID FOR YOURSELF! Cash payments must be indicated on the receipt(s).

D. Copy of the registration receipt (original will be required if we are reimbursing this expense).

E. Copy of the cover page of conference book/program and, if presenting, a copy of the page where your presentation is cited.

F. Conference Fund Form Letter- signed by both your faculty adviser and department chair, regardless of whether or not they are providing you with funding (included with approval email)

G. If receiving funding from outside sources, a letter is needed detailing specifically what expenses were covered and how much for each has been reimbursed (this should be on official letterhead)

V. Summary

Please be sure to:

A. Apply by the deadline appropriate for your conference (late and/or incomplete applications will not be accepted)

B. Save ALL of your original documentation for reimbursement (original, itemized receipts, etc.).

C. If you have any questions, check the GSA web page (www.gsa.buffalo.edu) or contact the GSA office at 645-2960.
G S A Conference Funding Request Form

*THIS FORM MUST BE TYPED*

Personal Information

NAME

PERSON NUMBER _________________________ EMAIL __________________________

YOUR STREET ADDRESS

CITY __________________________ STATE _________ ZIPCODE __________________

YOUR PHONE NUMBER __________________________

DEPARTMENT __________________________

Student Status (Circle or underline which applies) Master’s Doctoral

Have you received GSA conference funding before? Yes No

If yes, please list dates and amounts

Are you presenting or attending? (Circle or underline which applies) Presenting Attending

Description of Conference and Nature of Participation

(Please specify title of conference, title of paper/poster, etc. and DO NOT USE ACRONYMS!)

Name of Conference:

Title of Paper Presented:

Description of Conference and Website __________________________

DATE(S) __________________________ LOCATION __________________

Funding Sources

(Please list ALL other sources of funding i.e. Department, Adviser, Club, Grant, etc.)

Estimated Allocation

$ __________________________$ __________________________$ __________________________

TOTAL $ __________________________

Description of Expenditures

(Please note that eligible expenditures must equal or exceed the amount you are requesting)

$ __________________________$ __________________________$ __________________________

Registration Fee

TOTAL $ __________________________

AMOUNT OF FUNDING REQUESTED $ __________________________

(Please do not request more than you are eligible to receive)

I certify that this information is complete and truthful and that I have no other funding source for this conference. I understand that failure to comply with the guidelines or misrepresentation of information is grounds for denial of future funding and/or legal recourse.

SIGNATURE __________________________ DATE __________________________

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OFFICE USE ONLY

AMOUNT APPROVED$ __________________________

GSA TREASURER’S SIGNATURE __________________________