

# Graduate Student Council Conference Funding

In order to receive conference funding you **MUST** sign this sheet to acknowledge that you agree to and understand the following guidelines and stipulations for conference funding reimbursement:

- 1) You must apply for funding four weeks prior to the conference. Funding will not be granted after the conference has been attended. Special circumstances will be considered if four weeks' notice is not given, but it is not guaranteed. This decision will be made at the discretion of the Graduate Student Council Executive Board.
- 2) Conference funding will only be awarded for conferences, but not for training of any kind.
- 3) Food and meal expenses of any kind will not be considered or awarded.
- 4) This funding is meant to serve as a supplement toward conference expenses. This service does not guarantee payment of all expenses. Funding allocations are provided on a first come, first served basis (equal amounts are set aside for both fall and spring semesters).
- 5) **You may only be awarded a maximum of \$500 per academic year.** Reimbursement standards are calculated as follows: 100% registration fee, 50% travel (airfare, gas, rent a car, bus, taxi, etc.), and 50% hotel. Presenters will be considered for 75% reimbursement with evidence of presentation material (PowerPoint slides, conference schedule, etc.).
- 6) Travel mileage will be based on the IRS standards of: 57.5 cents per mile.
- 7) Funding request forms may be picked up in the Office of Student Engagement (Nazareth Student Center 107) or on the GSC website: <http://www.marywood.edu/gsc/funding.html>. All questions should be directed to [GSC@m.marywood.edu](mailto:GSC@m.marywood.edu), or the Student Activities Coordinator, [hazurek@marywood.edu](mailto:hazurek@marywood.edu).
- 8) All students who are granted funding through GSC are encouraged to attend a Graduate Student Council meeting (occurring monthly), but it is not required. Meeting times and dates are found on the GSC website.
- 9) GSC does not accept conference funding requests from May through August. All applications must be submitted prior to or after this time.
- 10) **Please keep in mind that all conference funding submissions are FINAL.** No alternations may be made to your funding request after submission and GSC will not consider additional compensation for any reason. **Keep in mind that the final funding reimbursement is contingent upon receipts provide. The receipts must be in your own name. Please keep this in mind particularly for shared hotels, Airbnb stays, shared driving, etc.**

## Funding Request Procedure:

After a funding form has been submitted by the graduate student, the Student Activities Coordinator will collect and compile all requests for the week. The Graduate Student Council Executive Board will then collectively make a decision regarding the amount that you will be reimbursed. Please allow two weeks for a decision.

**Thank you for your cooperation and have a wonderful conference experience!**



Marywood University  
Graduate Student Council  
**CONFERENCE FUNDING REQUEST FORM**

Student Name: \_\_\_\_\_  
Marywood Email Address: \_\_\_\_\_  
Name of Graduate Program: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date of Request: *Click or tap to enter a date.*  
Total Amount Requested: \$ \_\_\_\_\_

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**CONFERENCE INFORMATION:**

Conference Title: \_\_\_\_\_  
Hosting Organization: \_\_\_\_\_ *(Please NO acronyms, spell out in full)*  
Location of Conference: \_\_\_\_\_  
Dates of Conference: **FROM:** *Click or tap to enter a date.* **TO:** *Click or tap to enter a date.*

**ESTIMATED COST BREAKDOWN:**

***(Must attach proof of all estimated costs to this document before submitting.)***

Gas: \$ \_\_\_\_\_ ( \_\_\_\_\_ miles per direction = \$ \_\_\_\_\_ total) *\*57.5 cents per mile, google maps print out required!*  
*If* Hotel: \$ \_\_\_\_\_ ( \_\_\_\_\_ nights \_\_\_\_\_ rooms = \$ \_\_\_\_\_ total) *carpooling, only one student may be reimbursed.*  
Registration Fee: \$ \_\_\_\_\_

Transportation: \$ \_\_\_\_\_ (vehicle rental, flight cost, transportation fares)  
Other: \$ \_\_\_\_\_ (Please describe: \_\_\_\_\_)

**DESCRIBE IN DETAIL THE PURPOSE OF THE CONFERENCE**

***(Be sure to indicate if you are presenting at the conference.)***

*By clicking here, I agree that I have read and understand all terms and conditions in this document.*

**Electronic Signature:** *First and Last Name*

**Address where you would like GSC funding check mailed:**

*Enter Address Line 1*

*Enter Address Line 2*

*Enter City, State Zip*

**Program Director/Advisor:** \_\_\_\_\_