CONFERENCE PRESENTATION GRANT PROGRAM

PURPOSE: The purpose of the Conference Presentation Grant (CPG) Program is to PARTIALLY reimburse the expenses incurred by graduate students during travel to conferences and meetings to present ORIGINAL work conducted in the student's major field of study. The CPG Program DOES NOT fund discusants or respondents, seminars, workshops, invited talks, or mini-courses. Conferences held at the University of Notre Dame will not be reimbursed. The Program is intended for travel outside the University. Students must present at the conference before applying to the Program and can apply once a year for funding (July–June).

HOW TO APPLY: Applicants apply to the GSU before applying to the department for reimbursement of travel expenses. GSU will forward original receipts and a copy of the application to the Department Assistant if you apply to the department.

CHECK LIST:

___ CONFERENCE BROCHURE: copy of the Cover showing the dates and location of the conference; copy of the brochure page showing the student’s name and the topic of presentation HIGHLIGHTED. PLEASE do not submit the entire conference program.

___ AIRFARE: original ticket and/or e-ticket printout showing travel costs and the bank/credit card statement.

___ REGISTRATION: receipt from conference is required (on-line/e-mail receipt is acceptable) and the bank/credit card statement. The CPG Program does not cover Membership/Abstract fees or Duplicating costs associated with the presentation.

___ FOOD: itemized receipts are needed (a copy of the credit card receipts showing only the amount will not be accepted). Tips are not part of the food expense.

___ LODGING: include itemized bill showing rate/night (telephone calls, movies, internet, etc., are not covered) and the bank/credit card statement.

___ INTERNATIONAL TRAVEL: include credit card statements showing the conversion to USD.

___ COPIES: 2 copies of ALL original receipts and conference program information are needed if applying to the department; otherwise original receipts and conference program information plus 1 copy. APPLICATIONS WILL BE RETURNED IF THEY DO NOT HAVE THE REQUIRED INFO/RECEIPTS/COPIES FROM THE CHECK LIST.

___ TRAVEL & EXPENSE REPORT: required with submission (http://controller.nd.edu/forms/travel_expense.pdf). Please deduct any outside funding and the $250 from GSU on the T&E.

___ SIGNATURE required (see section VI on application).

NOTE: (1) expenses paid with “CASH” will be reimbursed only if you have documentation (i.e., a cancelled check); (2) credit card statements will need to accompany your expenses and your name should appear on the statement; (3) submitted receipts showing another individual’s name will need documentation that you paid the amount you are requesting on the application; (4) if you are requesting reimbursement and do not have the original receipt, please fill out the Missing Affidavit Form (http://controller.nd.edu/forms/missing_receipt_affidavit.pdf) and include your credit card statement.

DEADLINE: Applications are processed the last work day of the month (July through June).

SUBMIT APPLICATIONS TO: CPG Program – Graduate Student Union – Mezzanine, LaFortune Student Center. Applications are available outside the GSU office or at the GSU Website: www.gsu.nd.edu.

LIMITATIONS:

- An individual must be enrolled in the Graduate School and paid the $65.00 activity fee.
- An individual may receive up to (but no more than) $1500.00 from the CPG Fund during their career at Notre Dame.
- Applicants may submit ONE APPLICATION PER YEAR to the CPG Program (July – June).
- The CPG Program has an application cap of $250.00 per year.
- Travel expenses MUST be submitted within 60 days from the date of travel.

TRAVEL: GSU will fund a SINGLE means of travel. GSU DOES NOT reimburse for transportation during the conference or for cars rented within the metropolitan area of the conference. Rental car expenses are only allowable if the car was rented to get to the metropolitan area of the conference. GSU will recognize the current roundtrip United Limo cost between South Bend and Chicago Midway/O’Hare, as well as the South Shore and Coach USA. Parking will be reimbursed if you drove to a conference located in a downtown area. Airport parking will not be reimbursed. The program does not fund mileage; however, the applicant will be reimbursed for gas receipts submitted for travel to the conference site. Please Note: If you submit gas receipts for reimbursement, you may not apply to your department for mileage.

REGISTRATION: Receipt from conference is required (on-line/e-mail receipt is acceptable). If the receipt shows a balance, a copy of the bank/credit card statement is also needed. Please note: The CPG Program does not cover Membership fees or Duplicating costs associated with a presentation.

FOOD: Itemized receipts must be included with the application (a copy of the credit card receipt showing amount and tip are not acceptable). Please Note: The CPG Program does not reimburse “per diem” or for alcoholic beverages. If multiple individuals are included in the total amount, you are responsible for dividing and indicating your portion on the receipt. Tips are not covered as part of the food expense.

LODGING: Itemized bill showing rate/night (telephone calls, movies, internet, etc., are not covered). If the receipt shows a balance, a copy of the bank/credit card statement is also needed.
SECTION I. CONFERENCE PRESENTATION GRANT APPLICATION

I. APPLICANT INFORMATION (PLEASE TYPE OR PRINT CLEARLY)

Name: ____________________________________________
Address: __________________________________________
City/State: _________________________________________
Zip: ______________________________________________
Conference Location: __________________________________

Department: _______________________________________
Campus Address: ___________________________________
Phone #: _______________________________________
E-mail: _______________________________________
Year of Grad School: ________________________________
Conference Dates: ______/______ ______/______ ______/______
Month/Date Month/Date/Year

II. HAVE YOU PREVIOUSLY APPLIED TO THIS GRANT ______/______
YES       NO

III. WILL YOU APPLY TO YOUR DEPARTMENT ______/______
YES       NO

IV. RECEIVED OUTSIDE FUNDING ______/______
YES       NO

AMOUNT

V. _____ U.S. CITIZEN      _____ RESIDENT ALIEN      _____ NON RESIDENT ALIEN

VI. I VERIFY THE INFORMATION ON THE APPLICATION IS CORRECT _______________________
_________________________________________ SIGNED DATE

VII. EXPENSES:

TRAVEL: Original Receipts must be included. Original ticket and/or e-ticket printout and
bank statement showing travel costs.

Airfare: $_______ Train: $_______ Bus: $_______ = $________
Baggage Fees: $_______
Rental Car: Fee $_______ Fuel $_______ Tolls $_______ = $_______
Personal Car: Gas $_______ Parking $_______ Tolls $_______ = $_______

If you submit gas receipts, you may not apply to your department for mileage.

TRAVEL FROM AIRPORT TO CONFERENCE SITE AND BACK
Bus: $_______ Train: $_______ Taxi: $_______ = $________

REGISTRATION: Receipt from conference is required for reimbursement. If you have an
on-line/e-mail receipt, a copy of the bank/credit card statement is also needed. The CPG
Program does not cover Membership/Abstract Fees or Duplicating costs associated with a
presentation.

TOTAL REGISTRATION EXPENSES = $__________________________

FOOD: Itemized receipts required (Visa/MasterCard/American Express receipts showing
amount will no longer be accepted). The CPG Program does not reimburse “per diem” or for
alcoholic beverages. Tips are not covered as part of the food expense.

TOTAL FOOD EXPENSES = $__________________________

LODGING: Itemized bill showing rate/night. If the hotel is booked on-line, the on-line/e-mail
printout and a copy of the bank/credit card statement are also needed. The CPG Program does
not reimburse for internet services, phone calls, movies, etc.

TOTAL LODGING EXPENSES = $__________________________

TOTAL EXPENSES = $__________________________

TOTAL REIMBURSEMENT FROM GSU

$__________________________ (NOT TO EXCEED $250.00)

An applicant may submit ONE APPLICATION PER YEAR to the Conference Presentation
Grant Program. Reimbursement will be made by direct deposit approximately 2-3 weeks after
the deadline if banking information is already on file.

(GSU Office) Date

Telephone: 631-6963 Fax: 631-6810 E-mail: frahn.2@nd.edu (Rev. June, 2010)