

## 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 discussants or respondents, seminars, workshops, mini-courses or those presenting original research at an event other than a conference of scholars that is open to the public. 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), and according to the dates of the conference.

**HOW TO APPLY:** Applicants apply to the GSU before applying to the department for reimbursement of travel expenses. IF APPLYING TO THE DEPARTMENT SUBMIT: *Travel & Expense Report, original receipts and copy of conference brochure cover showing dates, location, and page showing applicant as a presenter highlighted plus 2 copies*; otherwise *original receipts and conference brochure information plus 1 copy*. COPIES OF THE CPG APPLICATION ARE NOT NEEDED. GSU will forward original receipts and a copy of the application to the Department Assistant.

### 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 and bank statement showing travel costs (2 out of 3 forms of documentation are needed to support e-ticket expenses): **1)** on-line/e-mail printout; **2)** copy of credit/bank statement showing the expenses; **3)** passenger receipt (available upon request at the airport).
- \_\_\_\_\_ **REGISTRATION:** receipt from conference is required. If you have an on-line/e-mail receipt, a copy of the bank/credit card statement is also needed.
- \_\_\_\_\_ **FOOD:** include itemized receipts (a copy of the Visa/Mastercard/AmericanExpress receipts showing the amount will not be accepted).
- \_\_\_\_\_ **LODGING:** include itemized bill showing rate/night (telephone calls, movies, internet, etc., are not covered). 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.
- \_\_\_\_\_ **TRAVEL & EXPENSE REPORT:** If you are applying to the department and are eligible for the \$250 cap, please deduct this amount from the travel and expense report
- \_\_\_\_\_ **SIGNATURE** required (see section VI).

**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](http://www.gsu.nd.edu).

### LIMITATIONS:

- 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. If you have an on-line/e-mail receipt, a copy of the bank/credit card statement is also needed. Please note: *The CPG Program does not cover Membership fees.*

**FOOD:** Itemized receipts must be included with the application (a copy of the visa 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 hotel is booked on-line, the on-line/e-mail printout and a copy of the bank/credit card statement are also needed.

**SECTION I. CONFERENCE PRESENTATION GRANT APPLICATION**

**I. APPLICANT INFORMATION (PLEASE TYPE OR PRINT CLEARLY)**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_  
 Zip: \_\_\_\_\_

Department: \_\_\_\_\_  
 Campus Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Year of Grad School: \_\_\_\_\_  
 Conference Dates: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month/Date      Month/Date/Year

Conference Location: \_\_\_\_\_

**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: \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 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 Fees.*

**FOOD:** Itemized receipts required (Visa/MasterCard/AmericanExpress 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.

**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.*

**TOTALS**

(To be tabulated by applicant)

**TOTAL TRAVEL EXPENSES =**

\$ \_\_\_\_\_

**TOTAL REGISTRATION EXPENSES =**

\$ \_\_\_\_\_

**TOTAL FOOD EXPENSES =**

\$ \_\_\_\_\_

**TOTAL LODGING EXPENSES =**

\$ \_\_\_\_\_

**TOTAL EXPENSES =**

\$ \_\_\_\_\_

**TOTAL REIMBURSEMENT FROM GSU**

\$ \_\_\_\_\_

**(NOT TO EXCEED \$250.00)**

\_\_\_\_\_  
(GSU Office)

\_\_\_\_\_  
Date

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.