



PLEASE READ THE FOLLOWING VERY CAREFULLY.

Conference Presentation:

The School of Education will reimburse graduate students (M.A/M.Ed. and PhD./Ed.D) for up to \$450 for out-of-state or \$200 for in-state travel-related expenses to conferences during the current fiscal year (July 1, 2007 through June 30, 2008). Please be advised that these monies are available, **on a first come, first served basis**, for students who are to (1) present an original research paper at a conference; (2) serve as a group discussion moderator; or (3) present at a poster session.

Funding will be given **only** to those applicants who can demonstrate their participation in a conference at the time they apply. Therefore, a copy of an acknowledgment letter or the appropriate program page(s) documenting your professional participation at the conference indicated below **MUST** accompany this request. You must submit this request form and the required documentation prior to the conference for consideration. For reimbursement, follow the procedures listed below.

Conference Attendance:

The School of Education will reimburse graduate students for up to \$100 for travel-related expenses to **one** conference during the current fiscal year (July 1, 2007 through June 30, 2008). Please be advised that these monies are available **on a first come, first served basis**.

Funding will be given **only** to those applicants who can demonstrate their participation in a conference at the time they apply. Therefore, a copy of the paid registration for the conference indicated below **MUST** accompany this request. You must submit this request form and the required documentation prior to the conference for consideration. For reimbursement, follow the procedures listed below.

Reimbursement Procedures:

A Loyola University Travel Expense Form <http://www.luc.edu/education/forms/activity/TravelExpenseForm.pdf> must be filed with The School of Education within three weeks after the conference. To meet the demands of the Accounts Payable Office, the graduate student must attach his/her portion of the airline/train/bus ticket, all pertinent convention expenses, such as the original hotel bill and all original meal receipts, and a copy of the conference program. The Travel Expense Report and all attachments should be sent to Dr. Janet Pierce-Ritter, The School of Education, Lewis Towers 1126, Water Tower Campus.

PLEASE NOTE:

- Allocation of funds will be made contingent upon receipt of documentation of conference participation or attendance.
- The maximum financial support is \$450 for a conference presentation and \$100 for a conference attendance.
- The standard mileage rate for cars used for business purposes is \$0.50.5 per mile.
- Original receipts must be provided.
- The standard meal allowance is based on the city where the conference is held – see <http://www.luc.edu/education/forms/activity/PerdiemTable.xls>
- Alcoholic beverages are not reimbursable.
- Funds for travel will only be reimbursed that follow the university policies http://www.luc.edu/finance/policy_travel.shtml
- If funding is also approved by the Graduate School, different receipts must be used. No duplicate receipts will be permitted.

Name: _____ **LUC E-Mail** _____

Program/Major : _____ DAYTIME Phone: _____

Conference Name: _____ Presenting Attending
(Please do not use acronyms.)

Location: _____ Dates: _____
(CITY and STATE or COUNTRY)

Presentation Title (if appropriate): _____

Requested funds from the Graduate School

FOR OFFICE USE ONLY.....

Student Development Committee's Approval: _____ Date: _____

Amount Submitted to Budget Manager: _____ Date: _____