



# Student Development Committee Funding & Reimbursement Guidelines Conference Presentation/Attendance

School of Education  
Lewis Towers 1010, WTC

Preparing people to lead extraordinary lives

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## **Conference Presentation:**

The School of Education will reimburse graduate students (M.A/M.Ed. and PhD./Ed.D) for up to \$400 in travel-related expenses to conferences during the current fiscal year ending on June 30. 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. Requests for funding must be submitted to the School of Education at least four weeks ***prior*** to the conference.

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 **MUST** be included upon submission of the Request for Funds form ***prior*** to the conference for consideration. Upon return from the conference, you must submit the Expense Reimbursement Form and the required documentation. A reimbursement check will then be distributed to the student within 4-6 weeks.

## **Conference Attendance:**

The School of Education will reimburse graduate students (M.A/M.Ed. and PhD./Ed.D) for up to \$100 in travel-related expenses to attend **one** conference during the current fiscal year ending June 30. Please be advised that these monies are available ***on a first come, first served basis***. Requests for funding must be submitted to the School of Education at least four weeks ***prior*** to the conference.

Funding will be given **only** to those applicants who can demonstrate their attendance at a conference at the time they apply. Therefore, a copy of the paid registration for the conference **MUST** be included upon submission of the Request for Funds form ***prior*** to the conference for consideration. Upon return from the conference, you must submit the Expense Reimbursement Form and the required documentation. A reimbursement check will then be distributed to the student within 4-6 weeks.

## **Reimbursement Procedures:**

Both pages of the Loyola University Expense Reimbursement Form must be completed, signed, and submitted within ***three weeks after the conference***. Please write legibly. Attach the **airline boarding pass/train/bus ticket**, the original hotel bill, all original meal receipts and any other pertinent convention expenses. The Expense Reimbursement Form and all attachments should be sent to Assistant Dean of Student Academic Services, School of Education, Lewis Towers 1010, Water Tower Campus.

## **General Policies:**

- \$400 maximum student reimbursement for conference *presentations* per academic year.
- \$100 maximum student reimbursement for one conference *attendance* per academic year.
- A maximum up to \$400 per fiscal year will be awarded per eligible student.
- Requests for funding must be turned in at least four weeks prior to the conference.
- Job fairs are not reimbursable.

*Students should direct all questions and turn in all forms to the Assistant Dean of Student Academic Services, Nancy Goldberger at [ngoldberger@luc.edu](mailto:ngoldberger@luc.edu) - School of Education, Lewis Towers 1010, Water Tower Campus*

- Funds are distributed on a first-come, first-served basis and only to the limit that funds are available for distribution.
- Funds for travel will only be reimbursed that follow the university policies detailed here: [http://www.luc.edu/finance/policy\\_travel.shtml](http://www.luc.edu/finance/policy_travel.shtml)
- In order to comply with IRS Regulations, students who are not s Loyola employee, must include a W9 or Substitute W9 form. The information collected on this form allows the university to confirm that our records contain the official name and tax identification that the IRS has on file. The information is used to maintain accurate data and not for taxing purposes.
- Lodging and meals are **only** reimbursable for travel outside the Chicago metropolitan area. [http://en.wikipedia.org/wiki/Category:Chicago\\_metropolitan\\_area](http://en.wikipedia.org/wiki/Category:Chicago_metropolitan_area).
- The standard meal allowance is based on the city where the conference is held. Alcoholic beverages are not reimbursable. <http://www.luc.edu/finance/perdiem.shtml>
- The mileage rate for cars used for business purposes is based on the university yearly standard. Check current university policy. Students are expected to use public transportation when available.
- The committee will approve requests on an individual basis. Requesters should not assume their requests will automatically be approved, even if they fall within the above guidelines or if a similar request was approved in previous years.
- Allocation of funds will be made contingent upon submission of all required documents including:
  1. Request for Funds form along with documentation of your participation or attendance at conference and
  2. Expense Reimbursement Form along with all appropriate travel/conference receipts. (Airline boarding passes are required for reimbursement of air travel by Accounts Payable.)
- If all required documents are submitted and all procedures are accurately followed, the student will receive a reimbursement check from the university in approximately 4-6 weeks.
- If you are approved for funding by the School of Education AND The Graduate School for the same event, please coordinate the submission of required forms and documents with both the Assistant Dean of Student Academic Services (SOE) and The Graduate School Office.
- The Student Development Committee meets once per month; the dates of meetings are posted at [http://www.luc.edu/education/resources\\_stu\\_dev.shtml](http://www.luc.edu/education/resources_stu_dev.shtml)
- **Students approved for presenting at a conference are expected to present at the School of Education’s Research Symposium in the spring. Date and location to be determined.**

Conference Funding Procedures Summary		
1. Funding & Reimbursement Guidelines	Read & Review Carefully	
2. Request for Funds	Complete, attach required documents and submit hard copy <b>at least four weeks prior to conference.</b>	Items to attach: <ul style="list-style-type: none"> <li>• Documentation of your professional participation at the conference (if presenting)</li> <li>• Copy of the paid registration for the conference (if attending)</li> </ul>

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3. Expense Reimbursement Form	Complete, attach required documents and submit hard copy <i>within three weeks after the conference.</i>	Items to attach: <ul style="list-style-type: none"><li>• Airline boarding pass/train/bus ticket</li><li>• Original hotel bill</li><li>• Original meal receipts</li><li>• All other pertinent convention expenses</li><li>• W9 Substitute Form for non-LUC employees</li></ul>
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**Student Development Committee**  
**Request for Funds**  
*Conference Presentation/Attendance*  
School of Education  
Lewis Towers 1010, WTC

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*To submit this form electronically, email it to [ngoldberger@luc.edu](mailto:ngoldberger@luc.edu). Otherwise it can be completed, printed, and returned to Nancy Goldberger, Associate Dean of Student Academic Services in Lewis Towers 1010.*

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Major/Program: \_\_\_\_\_ Phone: \_\_\_\_\_

Conference Name: \_\_\_\_\_  
*(Please do not use acronyms)*

Location: \_\_\_\_\_ Dates: \_\_\_\_\_  
*(City) (State or Country)*

Presenting  Attending

Presentation Title *(if applicable)*: \_\_\_\_\_

Are you requesting funds from the Graduate School?  Yes  No

**Items to attach:**

- Documentation of your professional participation at the conference (if presenting)
- Copy of the paid registration for the conference (if attending)

*I have read and acknowledge the policies and procedures detailed in the Student Development Committee Funding & Reimbursement Guidelines document.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Student Development Committee Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Submitted to Budget Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

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