

## 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, 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), 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. 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. If the receipt shows a balance, the bank/credit card statement IS needed.
- \_\_\_\_\_ **REGISTRATION:** receipt from conference is required (on-line/e-mail receipt is acceptable). If the receipt shows a balance, the bank/credit card statement IS needed.
- \_\_\_\_\_ **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). If the receipt shows a balance, the bank/credit card statement IS 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.
- \_\_\_\_\_ **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**. COPIES OF THE CPG APPLICATION ARE NOT NEEDED.
- \_\_\_\_\_ **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 must be (1) considered a resident; (2) enrolled in the Graduate School, and (3) pay the \$65 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.*

**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.

**APPLICATIONS WILL BE RETURNED IF THEY DO NOT HAVE THE REQUIRED INFO/COPIES/RECEIPTS FROM THE ABOVE CHECK LIST**

