LIS Travel Support Policy for Students

The Department of Library and Information Studies is pleased to support MLS or Advanced Certificate students who require funds to present papers or posters at professional or scholarly conferences. All enrolled graduate students, seated and online, are eligible and encouraged to apply for conference funding during the time they are registered as graduate students in the Department.

It is expected that students also will apply for the Graduate Student Association conference funding available: <http://gsa.buffalo.edu/conference-funding/>. GSA funding may be applied for after departmental funding has been applied for. Funding from the Department can only be applied to reimbursement for:

* All or part of the conference registration fee.
* Transportation – Plane/Train/Bus Tickets, Car Rental, fuel, mileage. The GSA will reimburse for mileage or fuel, but not both. The mileage rate is $0.14 per mile.
* Lodging – maximum of $150.00/night unless in a high demand area with prior approval from the GSA.
* Food – maximum of $30.00 per day (original, itemized receipts must be provided).

Only expenses directly related to the conference will be considered reimbursable; **membership fees are NOT reimbursable**.

Applications for funding may be submitted to the Chair at any time, but **must be submitted and approved prior to the conference travel.** Late and/or incomplete applications will not be accepted. Preference will be given to students presenting at conferences who have not been previously funded by the Department.

After returning from the conference, you will be expected to provide:

* **ORIGINAL** Conference Grant Agreement- signed (included with approval email)
* **ORIGINAL** vendor documentation/receipt(s) for expenses totaling your approved amount (receipts MUST BE ITEMIZED for expenses such as plane fare, gas, tolls, mileage, registration, food, lodging, etc.).
* **\*IT IS YOUR RESPONSIBILITY TO ASK FOR ITEMIZED RECEIPTS IF THEY ARE NOT PRESENTED TO YOU AT CHECKOUT!\***
* Proof of payment documentation for all receipts submitted (credit card slip(s) and credit card statement that includes your name, last four digits of the card number, and purchase price, or a copy of the canceled personal check) must be submitted for a reimbursement. Cash payments must be indicated on the receipt(s).
* Copy of the registration form/receipt (original will be required if we are reimbursing this expense).
* Copy of the cover page of conference book/program **and, if presenting,** a copy of the page where your presentation is cited.
* Conference Fund Form Letter- signed by both your faculty adviser and department chair (included with approval email)
* If receiving funding from outside sources, a letter is needed detailing specifically what expenses were covered and how much for each has been reimbursed (this should be on official letterhead)

**Department of Library and Information Studies Conference Funding Request Form** **\*THIS FORM MUST BE TYPED\***

**Personal Information**

NAME

PERSON NUMBER EMAIL

PHONE NUMBER

Have you received Departmental conference funding before? Yes No

If yes, please list dates and amounts

**Description of Conference and Nature of Participation**

Name of Conference and website:

Title of Paper/Poster Presented:

DATE(S) LOCATION

**Funding Sources Estimated Allocation**

(Please list ALL other sources of funding i.e. GSA, Adviser, Club, Grant, etc.)

 $

 TOTAL $

**Description of Expenditures Estimated Expenses**

 $

Registration Fee

 TOTAL $ AMOUNT OF FUNDING REQUESTED............………$

 (Please do not request more than you are eligible to receive)

I certify that this information is complete and truthful and that I have no other funding source for this conference. I understand that failure to comply with the guidelines or misrepresentation of information is grounds for denial of future funding and/or legal recourse.

**SIGNATURE DATE**

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OFFICE USE ONLY AMOUNT APPROVED$

Department of Library and Information Studies Chair SIGNATURE