



UNIVERSITY AT BUFFALO GRADUATE STUDENT ASSOCIATION INC.

310 Student Union, Box 602100, Buffalo, NY 14260-2100
South Campus Satellite Office: 302 Abbott Hall (Tuesdays 9am – 4pm)
(716) 645-2960, Fax: (716) 645-7333, <https://ubwp.buffalo.edu/gsa>

GSA Conference Funding

(Revised 7/23)

Please be advised that applicants who are granted fee waivers are not eligible for GSA programs like Conference Funding. You must pay the mandatory student activity fee for the academic year in which you apply for funding.

I. Purpose:

All enrolled graduate students are eligible and encouraged to apply for conference funding during the time they are registered as graduate students at UB. These moneys are allocated by the GSA Board of Directors so that graduate students can acquire useful professional experience, through presenting their work at scholarly conferences relevant to their fields of interest (including the arts, humanities, and related disciplines) or by participating as a conference or workshop attendee.

II. Guidelines

There are limited funds available from GSA to supplement graduate students for attending or presenting at professional academic conferences, workshops or conventions. Any event where attendance is required by your department, or for which you will receive any form of University credit and/or a grade will not be considered eligible for funding. Students who are being paid an honorarium as a presenter at the conference will also not be considered eligible for funding. The following guidelines govern the allocation of these funds. If at any point you are uncertain about how to follow and fulfill the guidelines below, *please contact the GSA*.

- A. Currently registered graduate students may receive the following maximum funding in their graduate career.

<u>Master's - \$550.00</u>	<u>Doctoral - \$750.00</u>
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Of your allowed limit, \$200.00 may be used for attending (not presenting at) a conference.
- B. Conferences or Workshops organized by a private company for the purpose of training or indoctrination with a proprietary technology will not be funded by the GSA.
- C. Applicants **MUST HAVE APPROACHED** their academic adviser and department for funding prior to the submission of the GSA application. Any anticipated funding must be listed on the funding request form.
- D. We encourage you to request funding from your Departmental GSA club as well.
- E. Funding from GSA can only be applied to reimbursement for:
 1. All or part of the conference registration fee.
 2. Transportation – Plane/Train/Bus Tickets (economy class only), Car Rental, fuel, mileage. The GSA will reimburse for mileage or fuel, but not both. The mileage rate will be the current Federal Government's Standard Mileage Business Rate at the time of travel.
 3. Lodging – maximum of \$200.00/night unless in a high demand area and with prior approval from the GSA.
 4. Food – maximum of \$30.00 per day (original, itemized receipts must be provided for all expenses incurred).
 5. For local conferences, registration expenses only will be considered fundable. GSA will not reimburse for transportation, lodging, and/or food for local conferences.
 6. Only expenses directly related to the conference will be considered reimbursable; **membership fees are NOT reimbursable.**
- F. Applications for funding **MUST BE PRE-APPROVED** for the funding period in which the conference occurs (see attached deadline schedule). It is your responsibility to anticipate and plan accordingly for attendance at a conference, and to submit your application for funding on time. If you do not attend the conference you can always withdraw your request without penalty.
- G. **LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED - NO EXCEPTIONS!**
- H. All applications **MUST BE SUBMITTED ON UBLINKED.**
- I. Conference funding moneys will be allocated into equal funding periods. The following hierarchy of categories will determine pre-approval for these periods.
 1. Graduate students presenting at conferences who have **not** been previously funded.
 2. Graduate students presenting at conferences who have been previously funded.

3. Graduate students attending conferences who have **not** been previously funded.
4. Graduate students attending conferences who have been previously funded.
5. In the event that requests in any category exceed the amount of funds allotted, the funding will be distributed equitably along pre-established criteria.

III. Deadlines

Graduate students must adhere to the conference funding deadline schedule in order to ensure that their requests are approved and processed in a timely manner. Failure to observe these deadlines will result in **denial** of funding requests.

CONFERENCE FUNDING SCHEDULE 2023-2024

<u>Conferences Occurring:</u>	<u>Deadline for Pre-approval Submission:</u>
August, 2023	July 15, 2023
September, 2023	August 15, 2023
October, 2023	September 15, 2023
November, 2023	October 15, 2023
December, 2023	November 15, 2023
January, 2024	December 15, 2023
February, 2024	January 15, 2024
March 2024	February 15, 2024
April, 2024	March 15, 2024
May, 2024	April 15, 2024
June, 2024	May 15, 2024
July, 2024	June 15, 2024

IV. Documentation

REQUIREMENTS FOR SUBMISSION

You **MUST** submit the following request form online via the GSA's UBLinked page before close of business on the deadline date in order to be considered for conference funding. **Late and/or incomplete applications will not be considered for funding.**

AFTER RETURNING FROM THE CONFERENCE, THE FOLLOWING DOCUMENTATION WILL BE REQUIRED FOR REIMBURSEMENT:

- A. Conference Grant Agreement- signed after the conference has ended (will be included with approval notification email)
- B. **ORIGINAL** vendor documentation/receipt(s) for expenses totaling or exceeding 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!
- C. Proof of payment documentation for all receipts submitted (credit card slip(s) and bank/credit card statement that includes the bank's name, **YOUR** full name as the account holder, the last four digits of the card/account number, and the posted transaction(s), or a copy of the canceled personal check) must be submitted for a reimbursement. **YOU WILL ONLY BE REIMBURSED FOR EXPENSES YOU PAID FOR YOURSELF!** Cash payments must be indicated on the receipt(s). Conversion rate confirmation will need to be provided for any expenses not paid in US dollars. Payments made with EBT cards are not reimbursable.
- D. Copy of the registration receipt (will be required, even if we are not reimbursing this expense).
- E. Copy of the cover page of conference book/program, or screenshot of the online program **and, if presenting**, a copy or screenshot of the page where your presentation is cited, with your name, the name of the presentation, and **UB affiliation specified.**
- F. Conference Fund Form Letter- signed by both your faculty Adviser and Department Chair, regardless of whether or not they are providing you with funding (will be included with approval notification email)

- G. If receiving funding from outside sources, a letter is needed detailing specifically what expenses were covered and how much for each expense has been reimbursed (this should be on official letterhead)

V. Summary

Please be sure to:

- A. Apply by the deadline appropriate for your conference (*late and/or incomplete applications will not be accepted*)
- B. **Save ALL of your original documentation for reimbursement (original, itemized receipts, etc.).**
- C. If you have any questions, check the GSA web page (<https://ubwp.buffalo.edu/gsa>) or contact the GSA office at 645-2960.