UNIVERSITY AT BUFFALO GRADUATE STUDENT ASSOCIATION INC.
310 Student Union, Box 602100, Buffalo, NY 14260-2100
(716) 645-2960, Fax: (716) 645-7333, https://ubwp.buffalo.edu/gsa

GSA Conference Funding
(Revised 6/25)

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 for the duration of their current degree program.
     <u>**Master's - $625.00**</u>   <u>**Doctoral - $825.00**</u>
  Of your allowed limit, <u>$275.00</u> may be used for attending (not presenting at) a conference.

B. Conferences or workshops funded by GSA must be academic in nature. GSA cannot fund conferences or workshops organized by a private company for the purpose of training attendees to use a proprietary technology or to work at a particular company. GSA also cannot fund non-academic conferences hosted by a particular church or religious sect. If you are not sure whether the conference you want to attend is academic in nature, contact GSA staff.

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 $45.00 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. <u>**LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED - NO EXCEPTIONS!**</u>

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 2025-2026

Conferences Occurring:	*Deadline for Pre-approval Submission:*
August, 2025	July 15, 2025
September, 2025	August 15, 2025
October, 2025	September 15, 2025
November, 2025	October 15, 2025
December, 2025	November 15, 2025
January, 2026	December 15, 2025
February, 2026	January 15, 2026
March 2026	February 15, 2026
April, 2026	March 15, 2026
May, 2026	April 15, 2026
June, 2026	May 15, 2026
July, 2026	June 15, 2026

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