

GEORGIA COLLEGE & STATE UNIVERSITY

Conference Reimbursement Packet

Academic Travel Fund Committee



**Student Government Association
Office of the Treasurer
Student Activities Center
105 – Oak Room**

The Student Government Association of Georgia College & State University has the ability to fund students within any department who are presenting academic research at an educational conference throughout the school year. In order for a student to receive funding for trips, the student must complete the following documents and submit this packet to the Academic Travel Fund Committee before the student attends the conference.



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Thank you for your interest in receiving funding from the Academic Travel Fund Committee of the Georgia College & State University Student Government Association. Before submitting your application, please take note of the following:

- Applications should be submitted before student attends the conference.
- Review the entire application thoroughly. Your signature at the end signifies you are in agreement with everything included herein.
- The SGA Treasurer will contact you regarding your hearing date via telephone and/or email.
- It is expected that students going to the same conference and who are applying for funding from the Academic Travel Fund Committee (ATFC) will travel together. Additionally, applicants of the same sex will share hotel rooms to offset costs.
- ATFC does not substitute items for reimbursement. Reimbursement is only awarded based upon what you originally ask in your application. Applicants have until their hearing to change their applications.
- Attached is a personal expense form. Complete this form after the conference. Please include any costs you incur with this form. Secondly, make them consistent to the items for which you originally requested reimbursement in your application.
- According to university policy, SGA may only reimburse based on original, paid receipts.

Thank you once again, for your interest in the Academic Travel Fund Committee. Thank you also for agreeing to represent Georgia College & State University at your academic conference. Please do not hesitate to contact the SGA Treasurer at sga.treasurer@gcsu.edu with any questions regarding your application, the Academic Travel Fund Committee, or the reimbursement process.



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Academic Travel Fund Rules and Regulations

The Student Government Association of Georgia College & State University has the ability to fund individual(s) within any Department(s) who are presenting academic research at an educational conference during this school year. In order for a student to receive funding for a trip, the student must be aware of the following conditions required for Academic Travel Fund Committee (ATFC) funding approval, and follow them completely and fully.

1. The Student Government Association allocates money strictly on a reimbursement basis only. No money will be compensated beforehand.
2. The Treasurer of the Student Government Association must receive original receipts indicating all approved expenditures within fifteen business days after the day of the event.
3. All required parts of the application must be filled out and signed accordingly.
4. An individual student cannot ask for funds more than once per semester.
5. A student must have proof of presentation for the conference.
6. A student must be able to present a brief synopsis of their research for the ATFC board. (If it is a group presentation, each member must show what he or she is doing within the presentation during this synopsis.)
7. No student shall receive an amount that exceeds \$400.00 per trip, or more than 80% of expenses spent on conference trip at the discretion of the Chair and the committee.
8. ATFC reserves the right to designate a specific amount (if qualifications are met) to reimburse, a voted cap amount, or no reimbursement at all.
9. All receipts must be itemized, and must include the name of the establishment.
10. Receipts must also be coupled with a contact number of the establishment.
11. If any qualifications are not met or are deemed unsatisfactory, ATFC chairman reserves the right to decline reimbursement.

I, _____ (Student), as a student requesting reimbursement from the Academic Travel Fund agree to all the above terms and conditions set forth within this application.

I, _____ (Advisor), as class, academic or group advisor, agree to all of the above terms and conditions set forth within this application, and also attest that what is being requested is truthful and correct for said student.

I, _____ (Dean of School), as Dean of said department that sponsors such students attending said conference, attest I have knowledge of this student attending said conference.

Office Use Only

Internal Use Only Date received: _____ Received by: _____



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Application for Assistance

Please Print Legibly

PART I: STUDENT INFORMATION

Name: _____ GCID ____ - ____ - ____

Email: _____ Phone: (____) ____ - ____

**** Address Check will be mailed to****

Local Address/Campus Box: _____

City: _____ State: _____ Zip: _____

Major: _____

PART II: CONFERENCE INFORMATION

Name of Conference: _____

Dates of Conference: _____ Location: _____

Hotel (if applicable): _____

- With this completed application, please attach a copy of the conference information and/or the registration form.

PART III: PRESENTATION

To receive funding, you must be presenting at a professional conference specific to your discipline. Attendance without presentation does not qualify for funding.

Name of Presentation: _____

- With this completed application, please attach a copy of any notification you or your faculty sponsor received acknowledging the acceptance of your presentation.



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PART IV: PROPOSED TRAVEL BUDGET

- A. Transportation Costs
 - Airfare \$ _____
 - Gasoline Expenditures \$ _____
 - Ground Transportation \$ _____
 - Parking \$ _____
- B. Lodging
 - [per diem cost] x [number of nights] / [number of guests in room] \$ _____
- C. Conference Registration Fee: \$ _____
TOTAL BUDGET (add above totals) \$ _____
- D. Other Funding Sources
 - Personal \$ _____
 - Departmental \$ _____
 - Fundraising \$ _____

Total Amount Requested: \$ _____
 Total Amount Approved by Student Government Association: \$ _____

I WILL TURN IN MY RECEIPTS BY: ____/____/_____
(fifteen business days after the day of the event)



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PART V: FACULTY SPONSOR

Name: _____ Telephone: (____) _____

Department: _____ Email: _____

I am co-author with or a mentor of the student listed above and agree to be the faculty sponsor of this presentation. I am therefore familiar with the presentation and believe that it is of sufficiently high quality to be presented at a scholarly conference as an example of the scholarship at Georgia College & State University. I have read the attached proposal and consider it reasonable and accurate. If at all possible, I will attend the Student Government Association Academic Travel Fund Committee hearing at which time funding proposal will be debated in order to answer questions needed to clarify the funding request. I will provide the oversight and direction necessary to encourage students to obtain the receipts required for submission in order to receive faculty funding payment. I understand that the Student Government Association funds will not reimburse faculty for any pre-payment of fees or expenses for students. Any such arrangements between the student(s) and faculty sponsor are not provided for in the reimbursable policy set forth in the Student Government Association bylaws. The Student Government Association Academic Travel Fund Committee will copy to me any email messages sent to the student(s) regarding the funding hearing, necessary documents, and other communications critical to the funding of the reimbursement process.

Signature: _____ Date: _____



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PART VI: ACKNOWLEDGEMENT

My signature below indicates that I have completed all the required documents to support my application and that all the information is true and accurate. If funded, I will follow all requirements.

I understand that I am expected to attend the Student Government Association Academic Travel Fund Committee hearing at which this funding will be debated. If I have an unavoidable scheduling conflict, I will notify the treasurer of the Student Government Association twenty-four hours prior to my hearing. I will explain my absence to the treasurer. I further understand that an absence will put my funding in jeopardy. I also understand that, at that point, whether or not I will be funded will be completely and totally left to the discretion of the Treasurer.

I understand that funding is through reimbursement of paid receipts submitted in accordance with official policy and that my failure to obtain receipts and/or to submit them promptly may result in my not being reimbursed fully. Furthermore, I understand that all receipts I want considered for reimbursement are due no later than fourteen (14) business days after the conference.

In return for the funding support received, I agree to submit my paper or project for consideration to *The Corinthian: The Journal of Student Research at GCSU* and to the GCSU Student Research Conference.

I understand that I may not receive the entire request, and may receive eighty percent (80%) of my requested funds with a cap amount not exceeding \$400.00.

Signature: _____ Date: _____



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Post Conference Personal Expense Form

****THIS FORM SHOULD ONLY BE COMPLETED IF YOU HAVE ALREADY BEEN APPROVED FOR FUNDING & HAVE VALID RECIEPTS TO ACCOMPANY. ****

Name: _____ SSN: _____

Address: _____

City, State Zip: _____

Phone: (____) _____

- **Transportation Costs**
 - Airfare \$ _____
 - Gasoline Expenditures \$ _____
 - Ground Transportation \$ _____
 - Parking \$ _____
 - **TRANSPORTATION TOTAL** \$ _____
- **Lodging** [per diem cost] x [number of nights] / [number of guests in room]
 - Cost \$ _____
- **Conference Registration Fee:** \$ _____
- **TOTAL COST INCURRED BUDGET** (add above totals) \$ _____
- TOTAL EXPECTED REIMBURSEMENT:** \$ _____

Office Use Only

- Approved Amount Approved: _____
- Not Approved Hearing Date: _____
- Reimbursement Requested Date Submitted: _____



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Allocation and Reimbursement Process

1. All applications are to be turned into Treasurer's Mailbox outside of the Student Government Association Executive Office, located on the first floor of the Student Activities Center, in Room 105-Oak Room. (Please place these items in an envelope.)
2. Hearing will be scheduled by Academic Travel Fund Committee Chairperson, upon the receipt of your application. Once the hearing is scheduled and held, you will be informed on how much the committee wishes to allocate for reimbursement.
3. After applicant is awarded funds, receipts should be turned into Treasurer's Mailbox outside of the Student Government Association Executive Office, located on the first floor of the Student Activities Center, in Room 105- Oak Room. (Please place these items in an envelope.)
4. After paperwork is completed by Treasurer, there is a 2 week process of paperwork approval.
5. The applicant should expect a check in the mail in 2-4 weeks depending upon the number of requests being processed.

*Applicant should retain a copy of this document in full.
Incomplete applications may be rejected.*

Office Use Only

Application Date Submitted: _____

Application Received By: _____

Georgia College & State University • Student Government Association • Academic Travel Fund Committee
Office of the Treasurer • email: sga.treasurer@gcsu.edu
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