

Graduate Student Conference Travel and Research Fund (GSCTRF)

The GSCTRF is outlined by the Constitution of the Graduate Student Organization and is designed to provide monetary reimbursement for expenses incurred in presentations at scholarly conferences, and for travel in connection with research for theses/dissertations.

GSCTRF funds can only be provided AFTER conference or research travel is completed.
In the event of an excess of applications, priority will be given to new applicants.

**We can reimburse 60% of eligible travel expenses, up to \$400 per student, per academic year.
Lifetime maximum is \$2800 per student.**

Eligible expenses include: airfare, bus tickets, gas costs, tolls, parking, hotel fare, conference registration.

We do NOT reimburse for the following costs: food, rental cars, mileage, insurance, poster printing, taxes, fees.

First Name: _____ Last Name: _____
Email: _____ B-Number: _____
Address: _____

School: Harpur Watson SOM Decker CCPA Education

Department: _____ Degree Program: Masters Doctoral

Reason for travel (choose one): Research Conference

For conference travel, please attach letter showing acceptance of poster/paper, and relevant pages from conference program.
For research travel, please attach letter from primary advisor outlining necessity of travel for research.

Conference Title: _____

Conference Location: _____

Conference Dates: _____

Trip Attendees: Self only With Colleagues (#): _____

With Other (#): _____

Name(s) of colleagues:

or relationship of other: _____

Note: Any misrepresentation, fraud, or deliberate misleading on the part of the applicant in regard to an application to the GSCTRF shall void that applicant's right and privilege to any grant money and may lead to whatever necessary steps to reclaim any money provided by that fund. Similarly, such acts shall void that applicant's right and privilege to submit any further applications to the GSCTRF for the duration of the student's tenure as a graduate student at Binghamton University.

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	Yes	No	Bank statement	Proof of Attendance
Are you currently a Binghamton graduate student?				
Did you attach your letter of acceptance (conference), or a letter from your advisor (research)?				
Have you applied for other sources of funding? (See item 1 below)				
Do you have transit expenses (airfare, bus, train, etc) for which you wish to be reimbursed? (See item 2 below)				
Do you have hotel expenses for which you wish to be reimbursed? (See item 3 below)				
Do you have any conference or registration expenses for which you wish to be reimbursed? (See item 4 below)				

PLEASE NOTE: All dollar amounts must exclude taxes.

Requests must use USD. Please provide exchange rate here: _____

Invoices and receipts need to be itemized, clearly showing taxes and fees included in total cost.

If documents are not in English, please provide translation. (Translations do not need to be professionally done.)

Your name needs to appear on bank/credit card statements. If the charge was made on an account other than your own (statement still required), please attach explanation of whose account it is and how you will be reimbursing that person.

Item 1: Please specify all other funding you have requested or received for this conference or travel.

Description	Amount	Requested or Received?
External source of funding 1:		
External source of funding 2:		
External source of funding 3:		
External source of funding 4:		
Total amount requested:		
Total amount received:		

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Please specify all TRANSIT EXPENSES for which you are seeking reimbursement.

Attach supporting documentation: receipt showing charges, proof of payment (e.g. bank statement), and proof of attendance (e.g. boarding passes or bus tickets).

Item 2: Label documents in the top right corner with the number "2".

Description		Amount
Transit Expense 1:		
Transit Expense 2:		
Transit Expense 3:		
Transit Expense 4:		
		Total amount requested:
		<i>Total amount received:</i>

Please specify all HOTEL EXPENSES for which you are seeking reimbursement.

Attach supporting documentation: receipt showing charges, and proof of payment (e.g. bank statement).

Item 3: Label documents in the top right corner with the number "3".

Description	# in room	Amount
Hotel Expense 1:		
Hotel Expense 2:		
Hotel Expense 3:		
Hotel Expense 4:		
		Total amount requested:
		<i>Total amount received:</i>

Please specify all CONFERENCE EXPENSES for which you are seeking reimbursement.

Attach supporting documentation: receipt showing charges, proof of payment (e.g. bank statement), and proof of attendance (e.g. conference name tag).

Item 4: Label documentation in the top right corner with the number "4".

Description	Amount	
Conference Expense 1:		
Conference Expense 2:		
Conference Expense 3:		
Conference Expense 4:		
		Total amount requested:
		<i>Total amount received:</i>

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Total eligible expenses (Items 1-4):	
Total amount requested (60% of total eligible expenses):	
Total amount received:	

I hereby certify that the information provided in the application and in all the attached documents is complete and accurate and complies with the Graduate Student Conference Travel and Research Fund guidelines. I also attest that I attended the conference for which I am requesting funding. If at any time it is determined that I did not attend, I will return all funding to the Graduate Student Organization.

Applicant's Signature

Date of Application

For Office Use Only

GSCTRF Awards Committee Approvals:	Approved	Not Approved
Amount Awarded: \$		
Signature		Date
1 _____		_____
2 _____		_____
3 _____		_____
GSO Treasurer: _____		_____

Request #: _____ Date: _____ Account #: 7030
 Voucher #: _____ Check #: _____ Check Date: _____

This commitment complies with the Binghamton University Board of Trustees policy.
 It is not a fiscal obligation of the State of New York.

 Binghamton University Financial Officer Date