

Individual Conference Funding Policy

1 Conference Funding from the Graduate Student Government

- 1.1 Funding for conference travel is provided on a reimbursement basis for qualified graduate students.
- 1.2 Students are eligible for funding up to the amount of \$375 per academic year (July 1-June 30). Award amounts are contingent on the availability of funds.
- 1.3 Students are eligible to apply more than once per academic year, but the total award amount for that year cannot exceed \$375.

2 Eligibility for Funding

- 2.1 Eligible graduate students are:
 - 2.1.1 Current full-time graduate students enrolled in one of the eight college on Boston Campus.
 - 2.1.1.1 College of Arts, Media & Design
 - 2.1.1.2 D'Amore-McKim School of Business
 - 2.1.1.3 College of Computer & Information Science
 - 2.1.1.4 College of Engineering
 - 2.1.1.5 Bouvé College of Health Sciences
 - 2.1.1.6 School of Law
 - 2.1.1.7 College of Science
 - 2.1.1.8 College of Social Sciences & Humanities
 - 2.1.1.9 College for Professional Studies

3 Funding Application

- 3.1 Applicants must complete a funding application online. See GSG Website
- 3.2 Applications must be submitted by deadline identified.

4 Permitted Expenses

- 4.1 The following are permitted travel related expenses and are eligible for reimbursement:

- 4.1.1 Transportation to/for the conference location
 - 4.1.1.1 Airfare
 - 4.1.1.2 Bus
 - 4.1.1.3 Train
 - 4.1.1.4 Rental car
- 4.1.2 Conference registration
- 4.1.3 Lodging
- 4.2 GSG will not fund the following:
 - 4.2.1 Third party reimbursements, including shared conference expenses
 - 4.2.2 Any costs not personally incurred by the applicant
 - 4.2.3 Costs incurred not in relation to the designated conference, which include, but are not limited to:
 - 4.2.3.1 Extended layovers
 - 4.2.3.2 Non-destination locations
 - 4.2.3.3 Associated costs(i.e. Telephone, Room services, Baggage fees, gas, tolls etc.)
 - 4.2.4 Expenses that have been partially reimbursed by another department
 - 4.2.5 Membership fees

5 Finance Committee Approval

- 5.1 Funding decisions are voted on by the GSG Finance Committee.
- 5.2 All funding applications will be evaluated on the basis of the following criteria:
 - 5.2.1 Receipt of prior funding
 - 5.2.2 Applicant presenting and/or participating in a competition
 - 5.2.3 Financial support from the applicants academic department
 - 5.2.4 Application Accurately completed
 - 5.2.5 Advisor Approval Form

6 Funding Approval

- 6.1 All funding decisions will be emailed prior to the applicants proposed date of travel.
- 6.2 Any errors or appeals must be communicated to the Vice President of Finance prior to travel.

7 Authentication of Expenses

- 7.1 The official authentication form, with all supporting documentation, must be received within thirty (30) days from the end date of the conference or established deadline whichever occurs first in order to be reimbursed.
- 7.2 Supporting documentation is defined as:
 - 7.2.1 Original itemized receipts showing a financial transaction and name of the student
 - 7.2.2 If an original itemized receipt showing a financial transaction is not available, then a bank/credit card statement with name of student must be submitted that corresponds with purchased item
- 7.3 The official Authentication form must include the following:
 - 7.3.1 Conference registration form or other proof of conference attendance
 - 7.3.2 Advisor approval form
 - 7.3.3 All required signatures
 - 7.3.4 Stamp of the registrar's seal
 - 7.3.5 Proof of payment for all expenses
 - 7.3.6 Copy of your student ID
- 7.4 Electronic submissions will not be accepted. All documents should be original copies- submitted or mailed to GSG c/o Student Activities Business Office, 434 Curry Student Center, Northeastern University, Boston, MA 02115.
- 7.5 Failure to adhere to the submission guidelines may result in the denial of reimbursement.

8 Reimbursements

- 8.1 Reimbursements will be processed as they are received.

- 8.2 Each reimbursement is reviewed by the Vice President for Finance, the GSG advisor, and processed by the Student Activities Business Office (SABO).
- 8.3 All reimbursements processed by SABO will be mailed to the applicant's local permanent mailing address.(Campus address is not accepted)

9 Appealing Funding Decisions

- 9.1 Applicants are entitled to appeal the funding decision of the GSG Finance Committee and/or the reimbursement decision of the Vice President of Finance.
- 9.2 Appeals must be submitted in writing to the GSG Vice President of Finance within five (5) business days from the date of the funding decision notice.
- 9.3 Appeals must meet the following criteria:
 - 9.3.1 Established policies or procedures were not followed and/or
 - 9.3.2 The funding decision was arbitrary or capricious
- 9.4 Appeals may not contest the award amount or be based solely on the committee's decision to not fund an applicant.

10 Revisions

- 10.1 Revisions to these policies can be made on an annual basis upon the recommendation by the Finance Committee.
- 10.2 The GSG Budget Advisor may submit recommendations to the Finance Committee and Senate.
- 10.3 All policy should be presented to the Senate.