In order to assure funding for research venues, students must first be pre-approved at least one month prior to departure. If there are multiple authors/presenters, only the principle presenter will be provided support. If there are two principle presenters each will receive 50% of the funds provided. You are required to bring to the Office of Academic Services a complete proposal outlining the details of the trip. You are also required to present confirmation that you have been invited to present and proof that you presented.

Eligibility

1. Undergraduate students must be registered full-time at Adelphi during the semester of presentation.
2. Master’s students must be registered for a minimum of 6 credits during the semester of request.
3. Doctoral students should seek support from the Office of the Dean.

Once approved, students will be required to follow the guidelines listed below. Students will be limited to attending one conference, meeting or NCUR funded by the University. If there is no air-fare involved a student can apply for a second conference. Funding is not guaranteed.

Any expenses incurred after returning to NY will be the student’s responsibility. If a student does not attend the conference, any expenses incurred by the University will be charged to the students account.

Conference Registration

Check the conference website for information regarding deadlines for registration. Many conferences offer a discount for early registration. The Office of Academic Services will reimburse the earliest discounted rate. Any membership dues that are included in the registration will not be covered. A maximum coverage up to $150 for Registration Fee.

Travel

(maximum coverage of $300 round trip)

1. Stop by Academic Services concerning all travel arrangements
2. Academic Services will identify the least expensive, reasonable mode of transportation and fund that amount up to a maximum of $300.00
3. If you wish to make your own arrangements you may do so using your credit card. Reimbursement from Academic Services will be amount decided during the initial meeting.
4. If you make your own flight arrangements you will be reimbursed once you have returned, not before.
5. Transportation costs to and from place of residence (i.e. taxi’s, bus or car) will not be covered.
6. Baggage fees are students responsibility
Hotel
(maximum coverage up to $99 a night for two nights)
1. Check conference website for list of discounted hotels or housing bureau information.
2. Academic Services will reimburse the least expensive hotel rate up to $99.00
3. If more than one student is presenting, room sharing will be required if it can be appropriately arranged.
4. Student will make hotel reservations using their credit card.
5. Academic Services will reimburse up to TWO nights of the hotel stay.

Abstracts and Posters
Students must use the services available in Swirbul Library to print posters (prints up to 44”). Stop by the Office of Research and Sponsored Programs to obtain a voucher to have your abstract/poster copied for free.

Conference Attendance
A copy of the conference brochure must be attached to the expense report, indicating the dates of the conference. Attendance verification must also be presented on return.

NCUR
1. The University will fund all legitimate expenses for NCUR. These include transportation; lodging will be limited to three days and two nights in the hotel.
2. Students must use the services available in Swirbul Library to print posters. (Prints up to 44”).
3. Students must be nominated by a faculty member and must apply and register to NCUR through the Office of Academic Services.
4. The Office of Academic Services will make arrangement for NCUR travel. (i.e. transportation, lodging and registration).

____________________________________                ________________
Student Signature                     Date

Updated 1/29/14