

Student Conference and Event Presentation Funding Information & Recommendations

Faculty traveling together with a group five or more students are eligible to apply for funds on behalf of their students rather than having students apply individually. Funding is intended to cover travel to conferences/events where students will present or perform results of their research or creative activity that was undertaken as part of a Furman academic endeavor, such as a summer research project or a project in an academic course.

In-Person Domestic Conferences/Events

- Faculty may apply to receive funding on behalf of their students for one in-person domestic conference/event, with a maximum award of \$1,250 per student, per academic year (August 1 – July 31). Additional funding may be available for conference travel to high-cost cities on a case-by-case basis, with a maximum cap of \$1,500.

In-Person International Conferences/Events

- Applications may be submitted on behalf of students for a maximum award of \$1,750 per student, per academic year (August 1 – July 31) to present at an in-person international conference/event. Please reach out to Center for Engaged Learning (CEL) staff regarding related travel advisories and additional international travel requirements.

Application Process

1. Submit an application for funds, preferably 2 months prior to the conference/event.
2. If students will be missing classes, faculty can submit a [notification of sponsored event form](#) for excused absences.
3. Student Conference Travel staff will review your application, contact you with any questions and advise on next steps.

Meals Per Diem

The CEL office provides a meal per diem of up to \$35 per day for students traveling to conferences/events. The meal per diem will be deposited into the student's bank account on file in Workday the Friday before the conference/event. Since a meal per diem is provided, additional meal receipts are not reimbursed by the CEL office.

Post Conference

Within **one week of the presentation**, students will receive an email from studenttravel@furman.edu with a link to complete the post-conference report and confirmation of participation (if available).

Important Information

- The CEL staff can make purchases to simplify the reconciliation process; if a student or department wishes to make their own purchases, they should reach out to CEL staff in advance
- When purchasing conference registration, it is often more cost effective to purchase the organizational membership fee (if necessary); the CEL will support funding the membership in this circumstance

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