Student Conference and Event Presentation Funding Guidelines

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209 Trone Student Center | studenttravel@furman.edu

Students are eligible to apply for funds for virtual conferences or travel to conferences/events where they 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. Students are urged to talk with faculty mentors to determine the most appropriate conference in which to participate.

In-Person Domestic Conferences/Events

Students may apply to be considered to receive funding from the Center for Engaged Learning (CEL) for one in-person domestic conference/event, with a maximum award of $1,250 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. Additional funding requests above $1250 should be submitted by the faculty sponsor. In cases where travel exceeds the maximum award amounts, additional support will be considered on a financial needs basis. Financial need will be calculated based on student FAFSA information on file with Furman's Financial Aid office.

In-Person International Conferences/Events

Students may apply for a maximum award of $1750 per academic year to present at an in-person international conference/event. Please reach out to the CEL staff regarding travel advisories and additional international travel requirements.

Virtual Conferences

The CEL will support students to present at virtual conferences, and as long as the costs associated with them remain nominal (usually less than $100), students may present at more than one and the costs associated with virtual conferences will not be applied toward the maximum annual limit for in-person conferences/events.

APPLICATION PROCESS

1. Submit an application for funds along with the following documentation a minimum of 2 months (8 weeks) prior to the conference/event date for funding to be approved:
   a. An abstract of the presentation
   b. A copy of acceptance letter or e-mail
2. After you submit your application, your faculty sponsor will be notified for their approval.
3. Once your application is approved by your faculty sponsor, Student Conference Travel will review your application, contact you with any questions, and issue final approval and next steps.
4. If you need notification that you are missing classes for a university sponsored event, please have your faculty sponsor complete the Sponsored Event form at this link. *Please note: Absence policies are determined by the professors of each class. This form does not guarantee that an absence will be excused.*

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, you 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 on behalf of the student 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 to get approval
- When purchasing conference registration, it is often more cost effective to purchase an organizational membership (if necessary), which the CEL will support
- Students who graduate in May remain eligible for support through September, because conference calendars do not necessarily align with Furman's academic calendar and graduation schedule. For recently graduated students, the CEL office will pay conference registration, membership, airfare, and lodging directly. The CEL office cannot cover expenses that would require reimbursement to a graduated student, including meal per diem, mileage, parking, and taxis or ride shares.

CANCELLATION POLICY

Because the CEL office handles reservations and makes upfront payments on behalf of students, cancellations may involve nonrefundable fees or costs (for example, airfare, registration fees, or hotel deposits). Students who need to cancel their participation in a conference/event should notify the CEL office at studenttravel@furman.edu as soon as possible; prompt notification allows the CEL to pursue any available refunds and minimize costs.

Cancellations fall into two categories:

- *Involuntary cancellations* are those resulting from circumstances beyond the student's control, such as documented illness, family emergency, or cancellation of the conference/event itself. In these cases, the CEL office will absorb any nonrefundable costs. Supporting documentation may be requested.
- *Voluntary cancellations* are those made at the student's discretion for reasons other than the circumstances described above. In the event of voluntary cancellation, the student will be responsible for reimbursing the CEL office for any nonrefundable fees and costs incurred on their behalf.

The determination of whether a cancellation is voluntary or involuntary rests with the CEL office. Students with questions about the potential costs of a cancellation are encouraged to contact the CEL office before submitting a cancellation request; however, cancellation processing will begin immediately upon request to minimize nonrefundable costs.