



# Graduate Student Conference, Travel, and Research Fund (GSCTRF) Guidance

***Disclaimer:*** GSO funding is not guaranteed. Reimbursements are processed on a first-come, first-served basis, and the GSO reserves the right to modify policies or discontinue services at any time, including when funds are depleted. Do not incur expenses that could compromise your financial stability. Access to GSO funding is dependent on the payment of the graduate student activity fee.

**GSCTRF** is funded by the GSO using Student Activity Fees and as such requires documentation to ensure all requests abide by both SUNY and BU Foundation policies. The best advice for submitting and getting reimbursed quickly is to ensure your application is complete. It also doesn't hurt to make your application easy to review. All GSCTRF applications go through multiple reviews so making sure your application is easy to read, that your expenses are easy to identify, and that only those expenses GSO can pay for are included will help speed up the review of your application.

## **Application Checklist:**

- Original itemized receipts for all expenses you are seeking reimbursement for.
- Removal of all taxes and fees from every reimbursement item you list.
- Redacted bank statement that lists all expenses you are seeking reimbursement for.
- All receipts and bank statements will need to be compiled into a signed PDF document.
- Conference Acceptance Letter (or email)
- Program page listing your name from Conference



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## **Scope:**

1. The GSCTRF is designed to reimburse expenses related to the conducting of research or professionalization and is fully funded by Student Activity Fees. Given the use of student fees, the GSO is slightly limited in what expenses we can and cannot cover. With a few exceptions, the GSCTRF can reimburse travel, hotel, and conference registration related expenses. The next section covers the expenses that are eligible for reimbursement
2. Covers up to 60% of the remaining expense after all other funding.
3. Master's Students are allotted up to \$400 per academic year.
4. Doctoral students are allotted up to \$600 per academic year.
5. GSO committee members with documented participation for a semester, verified by the head of each committee, will have their allotment doubled per academic year.
6. Reimbursements can only be issued after returning from the trip. Students must apply within 30 days of return.

## **What expenses can/can't the GSCTRF cover?**

- For travel expenses, the GSCTRF can reimburse expenses such as: air flight Base Fare, trains, tolls, buses, subways, taxis, parking, Uber(or the like), but cannot reimburse expenses related to rental cars or mileage.
- For hotel/lodging expenses, the GSCTRF can reimburse the cost of hotel rooms (including rentals such as through Airbnb).
- For conference registration expenses, if you are required to be a member of the hosting organization to attend the conference your membership is also reimbursable (provided you become a member of the organization at the same time as when you registered for the conference).
- The above are the only expenses the GSCTRF can cover. We unfortunately cannot reimburse: visa fees, printing costs, food, rental cars, mileage, Insurance, taxes or fees.