

Policy on Student Conference Travel Funding



- . Funding recipients must develop a project or presentation to give back to the CSUEB community that is approved by the Finance Committee.
- . The deadline to carry out this project or presentation will be set by the Finance Committee prior to approval.
- . Requests that involve international travel must be approved by the office of the University President at

2. Up to four students can be funded a maximum scholarship of \$1500 in combined request for the same in state conference.
3. Up to four students can be funded a maximum scholarship of \$2000 in combined request for the same out of state conference.
4. No more than four students will be funded for the same conference throughout the academic year.

Method of Payment

Once a student has been approved for the Conference Travel scholarship, Associated Students Incorporated will book registration, travel, transportation, and room for the conference for each student up to the amount funded. ASI will pay for these costs up to the amount funded, all other expenditures and needs will be the student's responsibility. The Finance Committee requires proof of conference attendance. A receipt from the conference attendance registration must be submitted with the receipts from the conference upon return to the University.

Note that ASI is not responsible for any purchases made by the students prior to the approval of the Finance Committee for their travel and any purchases made outside what ASI has purchased

Revised by Executive Committee on November 22nd 2017