

COLA STUDENT CONFERENCE FUND APPLICATION FORM

Applicant's Name and Email: _____

Home Department: _____

Faculty Sponsor's Name and Email: _____

1. The title of the paper/poster, conference, dates, and location

2. The abstract submitted to the conference

3. A detailed budget (See Attached Worksheet); eligible expenses include conference registration, transportation, accommodations, and meals. (If students are presenting with other students, shared accommodations will be preferred when possible). Maximum grant amount is \$500. If the budget is more than \$500, a description of how the rest will be paid for must be submitted.

Faculty Sponsor Signature _____ Date _____

Dept. Chair Signature _____ Date _____

The proposal and documentation must be submitted electronically to the sponsoring faculty member, who must indicate approval and send this on to the student's home department chair. The department chair will indicate approval and send this on to COLA Assistant Dean John Smithgall at jssgla@rit.edu.

BUDGET WORKSHEET

(Budget worksheet to be submitted with the following application forms)

- * Clark Internship Support Application
- * Simmons Internship Fund Application
- * Student Conference Fund Application
- * Student Research Fund Application
- * Student Study Abroad/Research Travel Application

Instructions: Complete the budget worksheet below by entering the estimated expense total costs into Column 2. The total expenses amount will automatically calculate at the bottom of the worksheet. Column 3 may be used for any additional comments and notes to explain your expenses.

LODGING EXPENSES	Estimated Total Cost	** Please use this column for any additional comments and notes **
Hotel Accommodations \$_____per night		
Housing/Rent \$_____per month or \$_____per week		
LODGING TOTAL		
TRANSPORTATION EXPENSES	Estimated Total Cost	
Airfare		
Taxi, Rideshare fees (Uber)		
Public Transit		
Parking		
Mileage (Includes gas) (Total Miles) x (Current Rate) = _____		* If traveling with other students in a carpool, only the driver can be reimbursed for mileage.
TRANSPORTATION TOTAL		
MEAL EXPENSES	Estimated Total Cost	
Food/Drinks (Non-Alcoholic)		
Other (Specify): _____		
MEAL TOTAL		
CONFERENCE EXPENSES	Estimated Total Cost	
Registration Fees		
Poster Fees		
CONFERENCE TOTAL		
RESEARCH EXPENSES	Estimated Total Cost	
Gift Cards - Amazon, etc.		
Equipment Fees		
RESEARCH TOTAL		
MISCELLANEOUS EXPENSES (List Below)	Estimated Total Cost	
MISCELLANEOUS EXPENSE TOTAL		
TOTAL EXPENSES		