

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 Brad Rosenbaum at [bjrgla@rit.edu](mailto:bjrgla@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.

<b>LODGING EXPENSES</b>	<b>Estimated Total Cost</b>	<b>** Please use this column for any additional comments and notes **</b>
Hotel Accommodations \$_____per night		
Housing/Rent \$_____per month or \$_____per week		
<b>LODGING TOTAL</b>		
<b>TRANSPORTATION EXPENSES</b>	<b>Estimated Total Cost</b>	
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.
<b>TRANSPORTATION TOTAL</b>		
<b>MEAL EXPENSES</b>	<b>Estimated Total Cost</b>	
Food/Drinks (Non-Alcoholic)		
Other (Specify): _____		
<b>MEAL TOTAL</b>		
<b>CONFERENCE EXPENSES</b>	<b>Estimated Total Cost</b>	
Registration Fees		
Poster Fees		
<b>CONFERENCE TOTAL</b>		
<b>RESEARCH EXPENSES</b>	<b>Estimated Total Cost</b>	
Gift Cards - Amazon, etc.		
Equipment Fees		
<b>RESEARCH TOTAL</b>		
<b>MISCELLANEOUS EXPENSES (List Below)</b>	<b>Estimated Total Cost</b>	
<b>MISCELLANEOUS EXPENSE TOTAL</b>		
<b>TOTAL EXPENSES</b>		