

**Application for Limited Student Funding to Attend  
Professional Conferences/Meetings – Spring 2009  
Deadline for submission is February 10, 2009**

Name \_\_\_\_\_

Major \_\_\_\_\_

Are you presenting? No \_\_\_\_\_ Yes \_\_\_\_\_ (if yes, please attach a copy of the conference's preliminary schedule of presentations to this application.)

Title of presentation \_\_\_\_\_

Sum requested \$ \_\_\_\_\_

Budget (describe below how you will use any funds granted to you.)

*See the reverse side of this form for rules and helpful hints.*

Student funding is on a **reimbursement** basis. To be reimbursed for your expenses follow these simple rules:

1. Submit original itemized receipts for expenses to be reimbursed, up to the maximum amount of your grant, within two weeks of your return.
2. Provide the Department with a photocopy of your Social Security card (we'll keep it safe).
3. Submit your original boarding pass or ticket stub and evidence of the fare amount if you are asking for reimbursement for air, bus, or train fare.
4. Submit proof that you actually attended the conference/meeting. For example, show us your conference ID badge—we don't need to keep it.
5. If you present at a conference/meeting, provide a copy of the program listing your name and presentation day and time.
6. Remember that alcoholic beverages are not reimbursable.
7. Remember that if you share a hotel room, get an itemized paid receipt from the hotel for your part of the bill **with your name on the paid receipt**.
8. Once you've submitted all of your receipts it will take approximately two weeks for the Department and Hunter to process your reimbursement and mail you a check at home.
9. If you have questions please about the application process, please contact Dana Reimer at [dreimer@hunter.cuny.edu](mailto:dreimer@hunter.cuny.edu).