

## **Student Conference Travel Funding: Process and Procedure**

Bethel University encourages student research and academic conference\* participation. Academic Affairs is able to help departments subsidize student expenses for academic conference attendance, if the student(s) attends the conference with a faculty member. The contribution Academic Affairs will make is a maximum of **1/3 of the student's total expenses, or \$200, whichever is less**. In addition, these contributions will be limited to a total of \$2,000 each semester across the College of Arts and Sciences, so there is no guarantee that every funding request will be approved. The process described below explains how students and departments can apply for funding.

### **PROCESS:**

- Due date for requests for the Fall semester is **September 30**, and for the Spring semester is **February 15** (though departments can submit requests for the following fall by the spring deadline)
- Student(s) and faculty sponsor(s) complete the first part of the form and submit request to department chair
- Department chair lists expected funding contributions by students and department, and requested contribution from Academic Affairs on the second part of the form
  - AA contribution can be up to 1/3 of each student's estimated expenses, or \$200, whichever is less
- Form is submitted to CAS Academic Affairs ([cas-academic-affairs@bethel.edu](mailto:cas-academic-affairs@bethel.edu))
- Academic Affairs Coordinator forwards all requests to the Dean of Faculty the day after the deadline
- CAS Associate Provost and Deans determine AA funding for each request, up to \$2,000 total, and notify the Coordinator of approval and amount within ten days of receiving requests
- Coordinator conveys decision to department chairs and sponsoring faculty members, who convey it to students

### **PROCEDURE:**

- Faculty attending the conference should cover student expenses with a Bethel credit card or a personal credit card.
- Faculty submit an expense report through Chrome River using the department budget number. The report will include itemized receipts and an itemized list of vendors and charges, specifying which expenses are related to student participation. For student expenses, please select the 7310-Student Activities tile.
- After submitting the report, Faculty downloads it in PDF form and sends it by email to the Academic Affairs Coordinator ([cas-academic-affairs@bethel.edu](mailto:cas-academic-affairs@bethel.edu)). The Coordinator completes an Expense Adjustment Request form to move a portion of the allocation to Academic Affairs.
- AA Coordinator tracks student funding in Smart Sheets to ensure that the student receives funding at most once per academic year.

\*Academic conference definition: An academic conference is one that meets *all* of the following guidelines.

- The primary intended audience members are students and professional researchers, scholars, and educators
- The majority of conference presenters are professional scholars
- The conference's primary purpose is to share and advance scholarship in a given field