1) If presenting at a conference, currently registered students of the Caspersen School of Graduate Studies are permitted to apply for two (2) conference reimbursements per academic year (fall through summer):
   a. Students may request up to $450 reimbursement for their first conference
   b. And up to $250 reimbursement for their second conference.
   c. Reimbursement for accommodations for conferences within a reasonable commuting distance may not be granted.

2) Students must fill out a conference reimbursement application prior to the conference.

3) The GSA maintains the right to consider and ask about the validity of the conference to the student’s course of study

4) Students receiving conference grants are required to participate in an annual conference symposium at Drew University, where all students will share the work they have presented, annually.

5) If the conference is approved, a Conference Completion Form will be provided and must be submitted with original receipts and one-page reflection upon completion of the conference. Documentation of the presentation/paper is also required.
STANDARD APPLICATION FOR CONFERENCE REIMBURSEMENT REQUEST

NAME:________________________________________________________DATE:________________
DREW ID:_____________E-MAIL:____________________________
ADDRESS:____________________________________________________
CITY:________________________STATE:________________________ZIP:________________
PHONE:______________________________________________________

DATE OF LAST APPLICATION:_________AMOUNT AWARDED:________________________

AREA:______________________________________________ADVISOR:________________________
YEAR AT DREW:___________PRESENTLY WORKING ON DISSERTATION/THESIS? (Y) (N)

ANTICIPATED EXPENSES
TRAVEL EXPENSES:____________________REGISTRATION EXPENSES:____________________
ACCOMODATION EXPENSES:____________TOTAL AMOUNT REQUESTED:____________

PAPER / PRESENTATION TOPIC:________________________________________________________

CONFERENCE NAME:_______________________________________________________________
LOCATION___________________________________DATES________________________________

HISTORY/PURPOSE OF CONFERENCE:________________________________________________

STUDENT RUN: (Y) (N)

If approved, presenters must write a one page reflection about your experience presenting at
this conference.

Required:
• How is this conference relevant to the course of study you are pursuing?
• How will you share your research after the conference?

Things to consider:
• What were some of the academic challenges?
• What advice can you give to other presenters?
• Did you use multi-media? Read your paper? Note cards?
• What sort of questions were you asked and how did you respond?
• How are you going to use what you learned at this conference in your future course of
graduate study?
We will require that you present your conference reflection paper at our annual conference symposium.

This application should be submitted after your paper/presentation is accepted but prior to desired conference. The GSA will send an email indicating the acceptance or rejection of your application.

Disclaimer: The GSA will make every effort to reimburse for appropriate conference expenses. However, there is no guarantee conferences will be approved, and approved reimbursements will not be issued until the Conference Completion Form is submitted with original receipts, verification of your presentation is provided, and a one-page reflection is received. Shorter distances (generally distances 75 miles and under) may not be granted reimbursement for accommodations.

FOR GSA USE ONLY

Date Received___________________
Approved     Y  /  N
Reason for approval or denial________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
Presenter Notified    Y  /  N                                       Date of Notification____________________
Approved by_____________________________ GSA Signature______________________________