

Procedure

1. Student must first contact the faculty or department they are doing research with to see if funding is available. Proof of this request should be available if needed.
2. If the faculty or departmental sponsor is unable to provide funding, student must contact Lisa Duncan, Associate Director of Financial Aid & Student Affairs (lisa.duncan@temple.edu), to request to request Student Government Association (SGA)/ Office of Student Affairs (OSA) funding for conference.
 - a. Initial contact should be at least 2 weeks before a purchase is made (see below)
3. Student must fill out a survey with the details of their conference and their proposed amount to be reimbursed, which will be sent to them by SGA or OSA.
 - a. This link should not be shared with other students as this form is only checked when specific requests are made.
4. SGA finance committee and OSA will review all requests for validity and approve or deny them.
5. Students who are eligible for funding will receive follow-up communication from SGA finance committee and/or OSA regarding how to get reimbursed and any additional steps required. This may include writing thank you notes to alumni donors if applicable.
6. Please document your experience at the conference and send a photo(s) of the experience to the president or treasurer of the executive board of SGA.
 - a. These photos will be used to document the use of funds and thank alumni donors if applicable.
7. Upon return from conference, student will attend the next monthly SGA general body meeting to present their poster and/or a 2-3 minute presentation on their topic and what they learned at the conference.
 - a. This will allow other students to gain educational benefit from each student's experience.

Restrictions

1. Students requesting conference funding must be in good academic standing.
 - a. Questions about academic standing can be referred to Office of Student Affairs (OSA).
2. Students can receive money for funding for one conference per year.
 - a. Funding is at discretion of SGA finance committee and OSA.
 - a. Priority will be given to students who are presenting posters at a conference.
3. Students can apply for up to \$300 maximum per conference.
4. Funds can only be spent on the following
 - a. Conference registration fee
 - b. Transportation cost
 - c. Lodging cost
5. Funds can only be approved if they are requested at a minimum of 2 weeks before a purchase is made. Purchases must be approved before they are completed. No purchases that have already been made will be reimbursed.

