

Protocol 1001 Conference Allowance

Protocol Number: 1001

Effective Date: 6/1/16

Revised Dates: 4/27/18; 7/1/23; 11/4/24; 07/29/25

Protocol

Students in good standing are each eligible for a \$1500 annual conference allowance (\$750 for January 1 – June 30 of their first academic year; \$1500 for each fiscal year through June 30 of their sixth academic year). Expenses over \$1500 need to be paid by the student or by their thesis lab. Any unused allowance amount of \$1500 or less can be carried over to the next fiscal year; the total allowance for any fiscal year cannot exceed \$3000. Any allowance balance remaining on June 30 of the sixth academic year will be forfeited. The purpose of the conference allowance is for students to attend a scientific conference or training each year. Examples of typical expenses include (but are not limited to):

- Conference registration costs
- Airfare and/or personal auto mileage between Kansas City and the conference/training
- Rental car
- Ground transportation to and from an airport
- Hotel or similar lodging for an eligible trip
- Meal costs during the trip

The provisions of GSSIMR travel policies apply.

The following process must be followed to receive funding:

1. Student provides advisor with information about the conference/training and secures their approval to attend.
2. Student provides the conference/training information to the GSSIMR Associate Dean for Administration.
3. Advisor sends their written approval for the student to attend the conference/training to the Associate Dean for Administration (e-mail is acceptable).
4. The Graduate School office reviews the request and notifies the student and advisor whether or not the allowance is approved.

If the allowance is approved, The Graduate School office can work with a student to register for the conference and arrange travel. Eligible costs will be directly applied to the conference allowance.

The Travel Submission Form is required to be submitted prior to the start of travel. It is the responsibility of the student to make sure the form has been completed and submitted. Failure to submit the form prior to travel may result in the travel expenses not being paid or reimbursed.

Once other expenses have been incurred and paid for, the student coordinates with the lab's administrative assistant and The Graduate School to submit these expenses for approval within 14 days of incurring the expense. Expenses must be itemized with original receipts or other supporting documentation indicating the nature of the expense and proof of payment. Requests are processed within a reasonable period, with any reimbursements delivered by electronic deposit.

Because conference attendance is a required part of the graduate program, the conference allowance expenses are not taxable to the student.