Virtual Conferences

Application must be submitted one month in advance to ensure approval based on obtaining proper documentation in a timely manner

Only registration fees are funded. This will only be processed as reimbursement.

A **receipt** is required and must show

- the conference name

- the student name as an attendee and card holder

- proof of payment such as purchase date, list of items purchased, and last four of card number used

Process

1. Submit application one month in advance

2. If approved, student will receive a travel award letter through email

   a. Failure to adhere to the terms and conditions in the instructional letter constitute grounds to rescind the grant

3. Respond to the email

   a. Attach your receipts/invoice

   b. Attach your conference brochure or screen shot of the conference website that shows the conference name, dates, and location – virtual

   c. Include information on other funding sources you are receiving, if any

4. Please allow a few business days for processing

    a. Student will be contacted if additional information or adjustments are needed

Awards will be reallocated to another student if receipts/invoice and requested information are not received in a timely manner