

MELS Conference Travel Fund

MELS students are eligible for reimbursement from the MELS Conference Travel Fund **once per their degree program**. This fund provides travel support to a maximum of \$500 per graduate student (amount may depend on the number of applications approved). Submissions for conferences attended between March 1st, 2019 and March 1st, 2020 are due on March 15th, 2020.

Eligibility

To be eligible to obtain funding from the travel fund, students must:

- present a paper or poster at a conference or symposium,
- be registered in MELS at the time of the presentation, and
- not have previously received support from the MELS Conference Travel Fund.

Workshops and off campus courses are ineligible. Only one MELS student can receive funds for a paper or poster with multiple authors.

Eligible expenses include:

- travel (economy fare),
- accommodation,
- conference registration, and
- meals (as per the current BU Travel and Per Diem Rates)

Additional costs for attending banquets and special events (e.g., wine and cheese events, society auctions, fundraising events, tours, fieldtrips and forays) are not eligible for reimbursement.

Application for reimbursement

Students are required to submit the following to the MELS Coordinator:

1. A letter requesting reimbursement for the costs of attending a conference or symposium that has been signed and dated by the student and student's supervisor.

This letter should include:

- a rationale for the support requested,
- the title, location, and dates of the conference or symposium,
- the title of the paper or poster presented, and
- a statement that none of the expenses claimed have been or will be submitted elsewhere for reimbursement (see next point), and
- other potential sources of funding and what those sources may cover (e.g., some conferences waive registration fees for students).

2. Proof of conference presentation (e.g., a letter of acceptance from the conference organizers or copy of the program).

3. A BU Travel and Expense Claim Form listing all eligible expenses supported by original, dated receipts. A boarding pass or e-ticket is required to claim travel expenses. Proof that the registration fee does not include the cost of meals must be provided if the student claims a *per diem* for food.