

Conference Participation Support Application

Name: Ming-fai Fong

Conference Participation Support awards are processed by your program on a reimbursement basis: after you spend the money, you will be reimbursed for eligible expenses up to the amount awarded.

For details about reimbursement procedures, contact your Graduate Program Administrator. In general, **you will need to submit to your program original receipts of your expenses** (except the per diem) and follow applicable university rules and policies.

You will need to submit a report to the Laney Graduate School. The Report form is available on the Laney Graduate School website. You will **not** need to submit copies of the receipts with the Report.

Budget

Amount Requested: \$1000

The annual limit is as follows: students in **pre-candidacy** status are eligible to receive a maximum of \$650 in the academic year for domestic travel. Students in **candidacy** are eligible to receive a maximum of \$1000 in the academic year for domestic travel. All students are eligible to receive a maximum of \$1000 for a conference that requires international travel.

Below, please enter amounts requested by category. Attach documentation to support your requests: hotel information, airline or other travel information, conference announcement and other items that justify your estimated expenses.

Reminder: conference awards are reimbursements only. Please attach any price quotes that you find to this application to serve as your budget justification. If you have original receipts, please make copies and attach to this application. Retain the originals for reimbursement procedures.

If you would like to purchase your flight before you receive PDS approval, please call BCD travel at 404-727-3000, Option 2. All other students should contact their program administrator for a smartkey number for Travelocity, after they receive their award letter from the Laney Graduate School. For more information, please see our graduate student travel page at http://www.gs.emory.edu/resources/professional.php?entity_id=165. If you are traveling internationally, please consult Emory's Office of International Affairs at <http://www.international.emory.edu/index.html> for guidelines, advice and links to important information for travelers such as International SOS.

For details about eligible expenses and/or amounts, as well as about supporting documentation, please consult the Expenses and Budget Guidelines, available on the Laney Graduate School website.

Travel: \$2104.70 Lodging: \$258.50 *Reimbursed at half double occupancy rate.*

Registration Fees: \$176.51 Per diem: \$125 (\$25/day x 5 days) *\$25/day for food, local transportation and incidentals.
No receipts needed.*

Other (explain): \$29.39 (roundtrip train ticket from Stuttgart to Reutlingen)

ATTENTION GDBBS STUDENTS Please be sure to submit your application to Margie Varnado before submitting to the LGS office. You will need her signature below.

GDBBS Program Staff Only

PI Grant #: _____

Reviewed by Margie Varnado (sign/initial below):

Signature: _____

Initials: _____