

A Concise Guide to Conference Funding:

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For All International Travel

Please see the office of International Programs for detailed information
<http://international.nmsu.edu/>

You will need the following forms:

Approval of Student International Travel: http://www.nmsu.edu/~boffice/forms/C_Student%20International%20Travel%20Authorization.pdf

Release and Hold Harmless Agreement: http://www.nmsu.edu/~boffice/forms/C_Waiver,%20Release%20and%20Hold%20Harmless.pdf


Printed proof of Purchase for International Insurance: You can purchase HTH Insurance at <http://www.hthstudents.com/>

Note:

- Each page represents a separate entity from which you may seek funding.
- Each of the following sources of funding must be applied to separately into a printed, stapled package. Please see the websites provided for a more detailed description of requirements for each funding source
- Except in the case of community service forms, most of the forms may be used for more than one entity
- Retain all original copies of receipts when possible
- Retain copies of each submitted package in case of misplaced items

Graduate Student Council (GSC)

* Must attend 2 GSC meetings within the semester you will be traveling

 Funding Application Form: available on website

Community Service Project form: Perform 3 hours community serv.
http://web.nmsu.edu/~wwwgsc/funding_forms/GSC.CommSrvvc.pdf

Cover letter: detail purpose of conference, location, itemized expenses, your role at conference, exact dates, organization (GSO) you belong to

 Conference program: Print 1 page with your name/role in conference

Letter from Advisor: must detail your role at conference, importance of conference to your program of study, and their review of your proposal/pres

Receipts: money spent on conference registration, membership fees, hotel, airfare, parking, gas to and from airport etc. ****Hold on to original receipts in addition to copies.**

For more information:

<http://web.nmsu.edu/~wwwgsc/funding.html>

http://web.nmsu.edu/~wwwgsc/GSC_Funding.pdf



ASNMSU Senate

*Forms may be duplicated from GSC funding packet

Choose Senator for your bill: <http://asnmsu.nmsu.edu/college-of-graduate/>

The following info will be given to your senator in a printed package:

Conference program: Print 1 page with your name/role in conference

Printed email notification of your acceptance



Cover letter detailing purpose of conference, where you are traveling, itemized expenses, your role at conference, exact dates, organization (GSO) you belong to

ASNMSU Community Service Project Form see website or email senators

Letter from Advisor: must detail your role at conference, importance of conference to your program of study, and their review of your proposal/pres

Printed Receipts: \$ spent on conf. registration, membership fees, hotel, airfare, parking, gas to/from airport etc. ****Hold on to original receipts in addition to copies.**

Here is the quick guide this information was taken from:

[http://biology-web.nmsu.edu/bgso/web/Forms/Funding%](http://biology-web.nmsu.edu/bgso/web/Forms/Funding%20Presentations/The%20ASNMSU%20Quick%20Guide%20to%20Funding.pdf)

[20Presentations/The%20ASNMSU%20Quick%20Guide%20to%20Funding.pdf](http://biology-web.nmsu.edu/bgso/web/Forms/Funding%20Presentations/The%20ASNMSU%20Quick%20Guide%20to%20Funding.pdf)

Departmental Funding

* Must be done before funding is sought from Graduate School



There is funding available through the department. You will follow the format for funding from the Graduate School in most cases. Forms are the same as well.

There may also be additional funding from the Dean of the College of Education.

Graduate School

- *Accepts applications from September 1-April 1 only. No summer funding
- * Must agree to present at GRAS Conference in Spring

Acceptance letter/email from conference

Printed proposal to be presented at conf.

Letter from Advisor: must detail your role at conference, importance of conference to your program of study, and their review of your proposal/pres

Complete Online Application: <http://gradschool.nmsu.edu/gradschool/announcements.html>

Printed receipts: same copies from other funding applications

For more information:

http://gradschool.nmsu.edu/gradschool/Conference_Travel_Award.html