



## Instructions for Requesting Conference Travel Funding

To facilitate your conference travel, please adhere to the following procedures for funding approval and expense reimbursement. All travel must be pre-approved.

**Important:** Funding is allocated on an annual basis and is limited. Applications are processed **once per fiscal year**, subject to the availability of funds.

### Phase 1: Pre-Travel Funding Authorization

#### 1. Submit Funding Applications:

- Complete the [MIE Conference Travel Funding Form](#), available through the MIE department's ITOS student request.

The image displays two screenshots of the MIE Conference Travel Funding Form interface. The left screenshot, titled 'Student Request Submission', features a dropdown menu for selecting a request category. The categories listed are: Poster Printing, Software/Hardware Issues, Software Installations, Conference Travel Award (which is highlighted), Travel Award Story Request, and Other Technical Issues. Below the dropdown is a checkbox labeled 'Send me a copy of my responses'. The right screenshot, titled 'Lookup the Status of a previously submitted request', includes a text input field for 'Enter your ticket reference number\*' and a 'Submit' button. A red banner at the top of the right page reads 'Don't forget to refresh the page after clicking Submit'.

- Note:** The MIE form contains a direct link to the separate **PhD Network Travel Funding Form**. You are required to submit both applications to be considered for all available funding.

## 2. Approval Workflow:

- The PhD Network application undergoes a two-tier approval process:
  1. **Advisor:** The request is first routed to your faculty advisor for endorsement.
  2. **MIE Department:** Following advisor approval, the request is forwarded to the department for final authorization.
- **Authorization to travel is contingent upon receiving formal approval notifications from both the PhD Network and the MIE Department. Do not incur any expenses prior to receiving this approval.**

## Phase 2: Post-Travel Expense Reimbursement

Upon your return from the conference, you must submit all expenses for reimbursement via the Concur expense system.

1. Collect and retain all original, itemized receipts for eligible expenses.
2. Navigate to the **Student Hub** and access the **Concur** application to initiate a new expense report.
3. **Completing the Expense Report:**
  - Ensure all mandatory fields are accurately completed. Use the guide below for assistance.

|                              |   |
|------------------------------|---|
| <b>Report Name</b>           | Enter the official name of the conference.  |
| <b>Report Start/End Date</b> | Use the conference's official start and end dates.                                  |
| <b>Type of Expense</b>       | Select " <b>International Travel</b> " or " <b>Domestic Travel</b> " as applicable. |
| <b>Business Purpose</b>      | Clearly state the purpose (e.g., International or Domestic) as applicable           |
| <b>Company</b>               | Select " <b>NEU_USA</b> " from the dropdown menu.                                   |
| <b>Attachments</b>           | Upload digital copies of all required receipts.                                     |

**4. Report Submission:**

- a. Review all entries for accuracy, **ensure all the receipts are legible and attached**, and submit the report. Incomplete reports will be returned, delaying reimbursement.

**Remember:** Funding must be approved **before** your travel. Reimbursement requests through Concur are submitted **after** the conference with all your receipts.

**5. Share Your Conference Story: Post-Travel Spotlight**

The MIE Department highlights student achievements through our **Travel Award Spotlight Page**. As a recipient of a travel award, you are invited to share your conference experience to showcase the impact of your research within our academic community.

**Submission Method:**

Please submit your details through the [ITOS Student Request](#) using the "Travel Award Story" request category.

**Required Materials & Format:**

Please structure your submission according to the following guidelines. Your narrative should be presented in a single, concise paragraph of 100-200 words that includes these key elements:

- a. Your current academic status (e.g., "I am a second-year PhD student...")
- b. The name of your faculty advisor
- c. Your research concentration or focus area
- d. A high-level description of your overall research objectives
- e. Specific details about your presentation or participation at the conference (e.g., "I presented my work titled..." or "I gave a podium talk on...")

Additionally, please include:

- f. A professional headshot in high-resolution JPEG or PNG format