



### **MENG Program Support for Graduate Student Conference Participation**

The MENG Program may provide funds to support graduate student participation in professional conferences and workshops. Funds will be made available to students within the following parameters:

- Request must be submitted at least 8 weeks before the conference using the form below.
- If approved, any expenses not covered in travel, lodging, or conference fees, must be supported by vendor receipts.
- The maximum funding available per student per year is \$500.00.
- Partial monies may be awarded, depending on budget constraints.

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Name \_\_\_\_\_ SS # \_\_\_\_\_

Email \_\_\_\_\_ Password for Card \_\_\_\_\_ DOB \_\_\_\_\_

Home Address \_\_\_\_\_

Departure Date and Time \_\_\_\_\_ Return Date and Time \_\_\_\_\_

Conference Name and Destination \_\_\_\_\_

#### Estimated Expenses

1. Registration Fee \_\_\_\_\_
2. Mileage \_\_\_\_\_
3. Air Fare \_\_\_\_\_
4. Lodging \_\_\_\_\_
5. Misc \_\_\_\_\_

Total Estimate \_\_\_\_\_

If approved, a WSU declining balance credit card will be issued. Traveler will be responsible for reconciling receipts with MENG Program within seven (7) days of returning.

**Airfare:** To avoid a loss of University funds, WSU Travel Services [travel@weber.edu](mailto:travel@weber.edu) should be contacted for fully refundable, changeable state contract fares. Where possible, airfare reservations should be obtained at least twenty-one (21) days in advance to obtain the least cost air fares.

**Lodging:** The University will cover actual cost of the traveler's lodging for the period of the authorized event as documented by a copy of the agenda or Airfare Equivalency Calculation.

#### Miscellaneous Charges

The University will pay for the following types of expenses:

1. Airport Parking and mileage to and from the airport, long-term parking on or off the airport site, OR mileage to and from the airport for someone to drop off and pick up the traveler (two trips).
2. Authorized registration fees for conferences or meetings.
3. Cost of parking, tolls, etc. at the destination.
4. An accumulative total of \$20.00 in itemized miscellaneous expenses can be claimed without supporting receipts.

#### Airfare Equivalency Calculation

The following costs are included in the Airfare Equivalency Calculation

1. Mileage to and from WSU to SLC Airport - maximum 72 miles @ \$0.38/mile = \$27.36
2. Long-term parking fees (maximum of \$12.00 per day) for the number of days the traveler would have been traveling on business, OR, mileage for two round trips from WSU to the SLC airport if being dropped off and picked up, whichever is less.
3. Airfare - the lowest and most reasonable airfare based upon a 21 day advance purchase, or the State Contracted airfare, whichever is less, for the departure/arrival dates and times the traveler would have received if traveling by air.
4. Ground Transportation at destination is calculated based upon the average cost of a shuttle/taxi or standard rental car cost (excluding gasoline) from the arrival airport to and from the hotel. Rental car expenses will not be included in the calculation unless supervisor approval was obtained PRIOR to the request for an Airfare Equivalency Calculation.