General Information
The Student Conference Award Program (S-CAP) is designed to provide undergraduate and graduate students the opportunity to obtain funding to attend a professional or academic conference in his or her field of study. The maximum award is $600.00 and may include round-trip travel, lodging, airport shuttle/taxi fees, and conference registration fee. The S-CAP award does not include meals, memberships or additional conference costs.

The S-CAP program is one form of assistance in helping an individual attend a conference. We recommend that individuals do not use S-CAP as a sole resource in deciding whether or not to attend a conference, as the availability of funds is subject to change. It is STRONGLY RECOMMENDED that individuals seek alternate forms of funding through their college/school or student organizations. S-CAP funding is limited and is intended for use by the award recipient only.

How to Apply
Eligibility requirements are as follows - 1) Must be a registered UNM student at the time of the conference. 2) Must be in a degree seeking program at the time of the conference. 3) Must be in good academic standing, i.e. no academic probationary status.

To apply for S-CAP, applicants must submit a completed application packet, signed application checklist, a typed proposal, unofficial transcript, conference literature (i.e. flyer, brochure or printout from conference website) and supporting budget documentation (i.e. printouts from sources where amounts were obtained) to Career Services either in person or by mail. Faxed and e-mailed materials will not be accepted.

The proposal should provide a concise explanation of the conference for which the funding is being requested and must be written originally by the applicant. The proposal should explain how the applicant’s area of academic or professional interest is related to the conference and what benefit the student will obtain from attending. The proposal should be grammatically correct, easy to read, and understandable to the S-CAP committee who are represented by various departments. The length of the proposal must be between 2-3 typed pages and may be double spaced, must be a minimum 2 full pages.

Each application must apply to one individual. No more than two students will be funded to attend a conference. Applications will be considered on a first come first serve basis. An award recipient must wait one year before becoming eligible to apply again, and may only receive the award twice.

Deadlines
The deadline for S-CAP submissions is 1 month prior to the scheduled conference. We begin accepting applications for each semester one month prior to the first day of classes. It is recommended that you submit your application as early as possible to avoid being placed on a waiting list.

Award Notification
Applicants will be notified of funding decisions approximately 1 month after the application is submitted for review, unless the application has been placed on a waiting list. Award decisions are on a first-come, first-serve basis and are subject to both the availability of funds and the quality of the application.

Important Note
In compliance with the Travel Policy 4030 and Foreign Nationals Policy 2180, all visiting Foreign National students must reflect that their travels are for official University business and may be subject to taxation.
S-CAP Application Checklist

_____ Eligibility requirements are as follows - 1) Must be a registered UNM student at the time of the conference. 2) Must be in a degree seeking program at the time of the conference. 3) Must be in good academic standing, i.e. no academic probationary status. Projected Graduation Date:_____________________

_____ Complete Student Conference Award Program application.

_____ Completed Proposed S-CAP Budget Form

_____ Signed Faculty Sponsor Form

_____ Signed S-CAP Reimbursement Guidelines Form

_____ Proposal

"The proposal should provide a concise explanation of the conference for which the funding is being requested and must be written originally by the applicant. The proposal should explain how the applicant’s area of academic or professional interest is related to the conference and what benefit the student will obtain from attending. The proposal should be grammatically correct, easy to read, and understandable to the S-CAP committee who are represented by various departments. The length of the proposal must be between 2-3 typed pages and may be double spaced, must be a minimum of 2 full pages."

_____ Unofficial Transcript

_____ Supporting Conference Documentation - May be printed from the conference website, a handout, flyer or a conference registration form. Please ensure that what is being submitted gives information about the conference including subject, cost and dates.

_____ Supporting Budget Documentation - Must reflect where the amounts requested on the budget proposal were obtained. Be sure to include all requested items such as,

___ Airline (can be internet source, such as expedia.com)

**When purchasing your ticket - DO NOT USE Frequent Flyer Miles, or any types of award programs or ticket exchanges, as they will not be reimbursed by Accounting.

___ Lodging (may be found in conference literature, or from hotel website)

___ Conference Registration (application must reflect main registration fee)

___ Shuttle

Any other S-CAP eligible expenses.

___ ______________________

___ ______________________

___ ______________________

*All visiting foreign national students may be subject to taxation of their reimbursement.

_____ Acknowledge understanding of possible taxation of reimbursement for visiting foreign national student travel.

*If this is not completed, signed and supporting documentation provided the application may be denied and returned. Student may resubmit application when compete, but will be placed at the end of any existing waiting list.

Signature of Applicant:________________________________________ Date:__________________
Student Conference Award Program

Application Form

Name: ___________________________ Student ID: ______________ SSN (last 5 digits) ________

Local Address: ____________________________________________________________

Street City State Zip

Telephone: home________ work __________ Email: __________________________

Major: ____________________________ Year: Sophomore Junior Senior Grad Stud

Name of Conference: _______________________________________________________

Conference Location: ______________________________________________________

Sponsoring Organization: ___________________________________________________

Contact Person(s): __________________________ Phone: ______________________

Date(s) of Event: _________________________________________________________

AMOUNT REQUESTED: ________________ (You may request up to $600.00; one award/student/year)

Demographic Information, collected for statistical purposes only, names will not be used. (Optional)

Please circle one: Male or Female Are you a New Mexico Native? Yes or No

It is STRONGLY ENCOURAGED that you seek other funding for this activity:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Date Requested</th>
<th>Granted (Yes/No/Pending)</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I understand that the funding decisions are solely at the discretion of the Student Conference Award Program Committee. Information regarding my proposal ___ MAY ___ MAY NOT be made public.

Signature of Applicant: __________________________ Date: ______________________

The misuse of any S-CAP funds or giving false information in requesting funds may jeopardize current and future funding and may result in legal penalties. Any false information will result in NO AWARD being made.
Proposed S-CAP Budget

It is important that costs be researched appropriately and that the most cost-efficient means of travel and accommodations are reflected. **This budget sheet must be accompanied by substantiating literature (i.e. printouts) from conference material, web sites, or a travel agency to substantiate the expected costs.** Failure to submit supporting documentation of estimated costs will result in disqualification of application. Please type or print.

**TRANSPORTATION:**

<table>
<thead>
<tr>
<th>Mode of transportation</th>
<th>Departure date</th>
<th>Return date</th>
<th>Destination and or Mileage</th>
<th>Estimated Cost (including tax)</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Airline</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Vehicle</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Car Rental</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Train</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxi</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shuttle</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Transportation Expenses: $________________

**LODGING:**

<table>
<thead>
<tr>
<th>Type of Room</th>
<th>Price per day</th>
<th># of days</th>
<th>Name of hotel/motel</th>
<th>Estimated cost (including tax)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Lodging Expenses: $________________

**CONFERENCE REGISTRATION**

<table>
<thead>
<tr>
<th>Conference Registration Fee</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Conference Expense: $________________

Total Overall Expenses: $________________

Minus Approved Outside Funding $-________________

Minus S-CAP Fund Request $-________________ (Not to exceed $600)

***Remaining Balance $_______________

* Frequent Flyer Miles, or any types of award programs or ticket exchanges, are not approved by UNM Accounting and will not be reimbursed.

** Car Rental Insurance is not approved by UNM Accounting and will not be reimbursed.

*** Any remaining balance is the responsibility of the student.
The Student Conference Award Program (S-CAP) is designed to provide undergraduate and graduate students the opportunity to obtain funding to attend a professional or academic conference in his or her field of study. The maximum award is $600.00 and may include round-trip travel, lodging, airport shuttle/taxi fees, and main conference registration fee. S-CAP awards will not pay for meals, memberships or additional conference costs. Therefore, it is in the applicant’s best interest to make every effort to seek the most cost efficient means of travel and accommodations.

To apply for S-CAP, applicants must submit a completed application packet, signed application checklist, a typed proposal, unofficial transcript, conference literature (i.e. flyer, brochure or printout from conference website) and supporting budget documentation (i.e. printouts from sources where amounts were obtained) to Career Services either in person or by mail.

The proposal should provide a concise explanation of the conference for which the funding is being requested and must be written originally by the applicant. The proposal should explain how the applicant’s area of academic or professional interest is related to the conference and what benefit the student will obtain from attending.

S-CAP will award only 2 students per conference. An applicant may only receive the award twice and an award recipient must wait one year before becoming eligible to apply again.

Faculty Sponsor:

- I understand the guidelines, procedures and requirements of the S-CAP Program.
- I agree that this conference will benefit this student professionally and/or academically.

____________________________________       __________________________
Faculty Sponsor (print name)                                     Department

____________________________________       __________________________
Faculty Signature                                     Date
The Student Conference Award Program (S-CAP) is designed to provide undergraduate and graduate students the opportunity to obtain funding to attend a professional or academic conference in his or her field of study. The maximum award is $600.00 and may include round-trip travel, lodging, airport shuttle/taxi fees, and main conference registration fee.

**Eligibility requirements are as follows** - 1) **Must be a registered UNM student at the time of the conference.** 2) **Must be in a degree seeking program at the time of the conference.** 3) **Must be in good academic standing, i.e. no academic probationary status.**

**Student**

I agree I meet the eligibility requirements as listed above: I am a registered UNM student at the time of the conferences, I am in a degree seeking program and I am in good academic standing.

I agree to inform UNM Career Services in a prompt manner of any changes to my eligibility requirements. I understand that failure to do so will result in forfeiture of my award.

______________________________  ____________________________  ____________________________
Student (Print Name)  Student Signature  Date

**Academic Advisor:**

- I understand the eligibility requirements for students to receive S-CAP funding

I verify that (student name)______________________

- is a registered student at UNM.
- is currently in a degree seeking program.
- is in good academic standing.

______________________________  ____________________________
Academic Advisor (print name)  Department

______________________________  ____________________________
Academic Advisor  Date
Reimbursement to all students accepting an S-CAP award will be in the form of a check mailed to the student’s home address or direct deposited in the students payroll account. This check will be issued after travel to the conference is completed. Reimbursement of S-CAP award is made to the award recipient ONLY. The travel document will require signature from the payee. Reimbursement is contingent upon satisfactory proof of expenses incurred. The following must be provided to the S-CAP administrator within 5 working days of completed travel:

If approved, payment is issued to the student in the form of a reimbursement check only after the travel is completed and minus any funds received from another UNM organization or department.

1. Airfare: Original itinerary/receipt & ticket stubs
   * Frequent Flyer Miles, or any types of award programs or ticket exchanges, are not approved by UNM Accounting and will not be reimbursed.
2. Personal Automobile: Reimbursement is 51 cents per mile. Recipient must provide a Mileage Odometer Report
   **This amount cannot exceed cost of coach airfare to destination.**
   **Car Rental – Insurance is not approved by Accounting & will not be reimbursed.**
3. Lodging: Original hotel receipt in award recipients name.
5. Conference Registration Fee: Application reflecting all conference costs, must be submitted and receipt of conference registration in award recipients name (only main registration fee is eligible for reimbursement).
7. Brief written summary of how student benefited from attending conference.

**COPIES OF RECEIPTS WILL NOT BE ACCEPTED!**

All Receipts Must Be Paid By Student

*Any receipts paid for by another person/department Must Be Pre-Approved By S-CAP Coordinator.*

*Failure to obtain approval may result in denial of funding.*

*S-CAP Coordinator Approval:*_________________

**Items Required by General Accounting**

-Receipt must reflect students name & method of payment.
-Cash Receipts must be accompanied by a memo (contact Career Services for instructions).
-Payments made by Personal check must be accompanied by a copy of the “canceled” check.

Failure to provide adequate proof of expenses incurred will result in nonpayment of costs. Therefore, it is imperative to save all original receipts!

Questions or concerns may be directed to:

Cathy Chalk
UNM Career Services
SSC, Room 220
277-7794
radoll@unm.edu

I understand that to receive reimbursement in any of the above areas, I must submit all relevant and original documents as listed. I understand that failure to provide these documents may result in forfeiture of my award.

Signature ____________________________ Date__________________