

Conference Participation Receipt Checklist

- Conference Registration/name and dates
- Membership/dates
- Airfare
- Hotel
- Ground Transportation
- Pages from Program with your name on it
- Title of your presentation

| Expense | Expense Name (Hotel, etc) | Amount |
|-------------------------|---------------------------|--------|
| Conference Registration | | |
| Membership | | |
| Airfare | | |
| Lodging | | |
| Ground Transportation | | |
| Meals | | |
| Miscellaneous | | |
| TOTAL | | |

Please note that the university does not reimburse for anything with someone else's name on it. For example, if you share a room with someone, you cannot be reimbursed if the receipt has your roommate's name on it. The university does not provide a per diem for student conference travel, but we can submit receipts from meals.