

Conference Support Steps

APPLY

Receive acceptance to conference, performance, etc.

Apply for Conference Support through InfoReady by due date

Receive chair and dean approval through InfoReady by due date

TRAVEL

If selected as a recipient, work with **admin** to book travel and spend funds

Pay for all expenses with fund category **200** and fund **830001**

Perform or present at the conference and connect with mentors

REPORT

Complete Concur report with **200/830001** funds; include **(CONF)** in the report title

Wait until Concur report is fully approved and paid by the department

Within 4 weeks of travel, submit Reimbursement Report through InfoReady

DEPARTMENTAL REIMBURSEMENT

Department will be reimbursed within 10 business days of submission of all materials