

GENERAL PROVISIONS

The Law School's Conference Funding Committee allocates a limited annual budget to students seeking to attend regional and national conferences. The following provisions apply to all applicants for funding from the Committee:

1. All funding requests must be submitted in writing at least one month prior to the anticipated date of travel and must be on the attached application form.
2. The application must be completely filled out and must include:
 - a. a copy of the conference registration form;
 - b. a copy of the conference schedule;
 - c. a detailed budget using the attached application form;
 - d. for student organizations: a complete list of students attending the conference and their organization titles, if any.
3. If more than one student is traveling to the conference, rooms will be reimbursed only if based on double occupancy, where possible.
4. Students and student organizations are expected to contribute a portion of the costs of attendance.
5. Turn in this application to [Holly Parrish](#) who will notify the students of the level of funding assistance within two weeks of the submission of the request for funding.
6. Students must fly coach and must seek the lowest available internet airfare if purchasing airfare tickets.
7. All requests for reimbursement must be submitted to Holly Parrish (room 146) within two weeks after the completion of the conference.
8. Students must submit original receipts; food, alcohol or entertainment will not be reimbursed.
9. Requests for reimbursement must include a report about the student's experience at the conference. Students will not be reimbursed unless the report has been submitted.
10. All reimbursements for regional or national conferences are tax reportable income to the students seeking reimbursement.
11. You may consult with Holly Parrish, as you develop your proposed budget.

CONFERENCE ATTENDANCE APPLICATION

Sponsoring Student Group: _____

Date and Location of Conference: _____

Conference Title: _____

| Attendees: | Organization Title (if any) | Email: |
|------------|-----------------------------|--------|
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Total Amount Sought \$ _____

1. **Brief Description of Conference:**

2. **Please explain how Stanford Law School and/or your student group benefit from sending you to this conference.**

3. **Budget:**

| Item | Estimated Cost | Sources of funding (indicate "SELF" next to expenses you plan to cover) |
|-------------------------|----------------|---|
| Conference Registration | \$ | |
| Airfare | \$ | |
| Hotel | \$ | |
| Meals | \$ | |
| Car Rental | \$ | |
| Shuttle/Cab Fares | \$ | |
| Other | \$ | |
| TOTAL | \$ | |