

Stanford Law School

Office of Student Affairs

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:

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.
3. Funding is provided in the form of a stipend, processed after travel has completed and the student has provided travel receipts. Funding for regional or national conferences is tax reportable income to the student.
4. OSA has the ability to request an advance stipend (or pay directly for flights and lodging) for students with financial need. We do not want lack of funds to deter someone from attending an academic conference.
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.
5. If more than one student is traveling to the conference, there is an expectation that students will share rooms, when appropriate.
6. Students and student organizations are expected to contribute a portion of the costs of attendance.
7. OSA recommends students book flights through [StudentUniverse](#). Note that students traveling on University business **must** use a Stanford booking channel.
8. Students must fly coach and must seek the lowest available internet airfare if purchasing their own airfare tickets.
9. Receipts must be submitted to Holly Parrish (room 146) within two weeks after the completion of the conference.
10. Students must submit original receipts; food, alcohol or entertainment will not be covered.
11. Requests for funding must include a report about the student's experience at the conference. Students will not be reimbursed unless the report has been submitted.

CONFERENCE ATTENDANCE APPLICATION

Name (or Student Group): _____

Date and Location of Conference: _____

Conference Title: _____

Attendees:	Organization Title (if any)	Email:

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. **Are you using Stanford StudentUniverse to book your travel?** **YES** **NO**

4. **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	\$	