

Conference Reimbursement for **Plant Science and** **Sustainable Agriculture and Food Systems** **Undergraduates**

One of the ways that our students learn about their future careers is by attending professional plant science-related conferences. The Plant Science and Sustainable Agriculture & Food Systems majors support this important component of student learning by covering the cost of attendance for these conferences, up to \$250 per student.

Some of the professional conferences that you can be reimbursed for are listed below, though *these are not the only conferences that are eligible*. If there is another conference that fits your career goals that are not on this list, please contact Walid Sadok (msadok@umn.edu) for Plant Science majors or Mary Rogers (roge0168@umn.edu) for Sustainable Agriculture and Food Systems majors to get approval for conference reimbursement.

- ASA-CSSA-SSSA/ESA joint meetings
- American Society for Horticultural Science Conference
- Food Access Summit
- Marbleseed (formerly known as MOSES) conference
- Minnesota Department of Agriculture Organic Conference and Trade Show
- Minnesota Schoolyard Gardens Conference
- Northern Green Expo
- Universities Fighting World Hunger Annual Hunger Summit
- World Bank's Land and Poverty Conference

Conference reimbursement is dependent upon the availability of funds, the balance of which fluctuates each year. Please check with Natalie Slinger (sling017@umn.edu) *before* registering for a conference to ensure funds are available.

Steps for reimbursement:

1. Send an email to Natalie Slinger (sling017@umn.edu) ***before*** registering for the professional conference you wish to attend.
 - a. Include the name of the conference and the breakdown of costs for registration, travel, and accommodations.

- b. If you are traveling to a conference as part of a group, please see the groups section at the bottom of this page.
2. *Within one week* after the conference is over, submit your Chrome River expense report with the required documents (see below).
3. You will be reimbursed for the cost of attendance to the conference up to but not exceeding \$250 per student.

Reimbursement will be given for up to 2 conferences per student; however, the TOTAL reimbursement for each student in a single academic year can be no more than \$250.

Required documents:

- **Chrome River expense form**
 - Complete your reimbursement submission through *Chrome River*. (You can find Chrome River on your MyU page through the Key Links tab under the U Travel section.)
 - We recommend that you complete the online application in its entirety (as much as you are able), and then communicate with departmental finance officer Anna Sidorenko (sido0005@umn.edu) to complete the online application.
 - **A W-9 form** is required for all students claiming expenses over \$100 who are *not* otherwise employed at the UMN. (If you are employed with the UMN in any way, you don't need to complete a W-9 as you already have.) The form looks confusing, but you only need to fill out your name, address, and Social Security number, and check the box for "Individual/sole proprietor or single-member LLC." [Download the W-9 form.](#)
- **Copies of all receipts**, order confirmations, registration confirmations, hotel bills, gas receipts, conference reservations, etc. are required when you submit your Chrome River form. (Anything you wish to be reimbursed for **MUST** have a receipt that shows the amount/cost and vendor clearly.)
- **A list of students you are traveling with, if applicable** — Students attending conferences together with shared expenses **must** include the names of their group members in their reimbursement request when they submit their expenses.

If you are traveling in a group:

- **Costs can be split among multiple group members, but each member will only be reimbursed up to the \$250 maximum reimbursement per person.** Ex: A group of four

students traveling together to a conference can split the cost of the hotel. If the hotel stay costs \$680 total, a single student cannot pay for the whole cost themselves, as they will only be reimbursed up to \$250. Instead, all of the students must pay for $\frac{1}{4}$ of the hotel cost (\$170) during check-in or check-out. They will each submit their own reimbursement request when they return.