Conference Reimbursement for Plant Science 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 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 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 Neil Anderson (ander044@umn.edu) for plant science majors and Mary Rogers (roge0168@umn.edu) for food systems majors to get approval for conference reimbursement.

- ASA-CSSA-SSSA/ESA joint meetings
- American Society for Horticultural Science Conference
- Food Access Summit
- Midwest Organic & Sustainable Education Services (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

Steps for attending:
1. Send an email to Lauren Matushin (matushin@umn.edu) before registering for the professional conference you wish to attend. Include the name of the conference and the breakdown of costs for registration, travel, and accommodations. 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, provide Lauren 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:

- **Physical copies of all receipts**, order confirmations, registration confirmations, hotel bills, gas receipts, conference reservations, etc. (Anything you wish to be reimbursed for MUST have a physical receipt that shows the amount/cost clearly and those physical receipts MUST be turned in to Lauren in 305 Alderman Hall—in person.) *Only one person can claim a receipt* for reimbursement, see the note on groups below.

- **One-page reflection** on your experiences at the conference.

- **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.

- **A W-9 form** is required for all students claiming expenses over $100. 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.

- **Expense Form**
  - If you *ARE* an employee of the University of Minnesota: Complete your reimbursement submission through Chrome River. We recommend that you complete the online application in its entirety (as much as you are able), and then schedule an appointment with departmental finance officer Anna Sidorenko (sido0005@umn.edu) to complete the online application.
  - If you *ARE NOT* an employee of the University of Minnesota: Fill out the Non-Employee Expense Form.

If you are traveling in a group:

- **Receipts can ONLY be claimed by one individual, and each individual can only claim up to $250.** This means that large expenses like a $300 hotel bill MUST be split between group members, or a student will have to pay $50 out of pocket, as they will only get reimbursed for $250.

- If a cost is under $250 (ex. a gas bill of $30), an individual student may pay for that cost, but only that student can claim that receipt in their reimbursement request. If students wish to split that cost between their individual reimbursement funds, then each student must pay a portion of that bill and have individual receipts.

- **We recommend splitting up smaller costs between students** (Example: Naomi pays for gas the first time, Duncan pays for gas the second time, Kyle pays for snacks on the car ride) and then evenly split larger bills (Example: Naomi, Duncan, and Kyle evenly split the $300 hotel bill between them at checkout, so each pays $100).