

Procedure to apply for conference funds (Draft)

Prior to the departure:

1. Apply to the SGA at least 21 days before departure. [Conference Funds – Student Government Association \(gatech.edu\)](https://gatech.edu/conference-funds). Click on the “Apply for SGA Conference Funds” tab (There is another PhD student travel form to fill for the CoS fund)

Notes: The accountant's name should be **Kaysha Chandler, or Sandra Wilson**. At this stage you may have already booked tickets, hotels, and registered for the conference, you shall have all these invoices in hand and upload them one by one. Also upload the conference acceptance letter. The mileage can be calculated via this policy: <https://sao.georgia.gov/travel/state-travel-policy>.

Notes for registration fees: If you need to ask Kristie Clark to use P-card to pay registration fees, make sure to first email Dr. Tansu Celikel for approval.

Notes for undergraduate RAs: There is an extra application for undergraduates to fill in from the SGA website. They will also need to ask a research advisor for a support letter. Undergraduate students can apply to different research funds, which goes up to \$1000 for a conference.

2. Fill in a Spend Authorization form via Workday system: [Home - Workday \(myworkday.com\)](https://myworkday.com). Go to “Expense”, then “Create Spend Authorization”. Fill in the boxes, and below the “Spend Authorization Lines”, click on “Add”. In the popped-up window, if you have already received the approval from SGA, CoS, and School of Psychology, you will have three worktags started with DE0000. Copy them to the “Designated” box and click “Enter”. Since each resource provides up to \$250, make sure to itemize each type of spending.

After the conference:

Have all the receipts in hand and fill in an “expense report” via the Workday system. Connect it to your existing “Spend Authorization”, fill in the boxes, and upload all the receipts. If you are reporting mileage, you will be required to approve that your driving costs are lower than the air tickets.

Timeline:

SGA approval: About a week.

Undergraduate research fund: About three weeks.

“Expense report” approval: If you have filed it correctly, within a week.

Reimbursement: About a week.