**ASNMSU Funding Information**

ASNMSU will fund 49% of travel costs to attend and/or present at conferences, to compete (if competing for recognition), to conduct research (if for completing of thesis/dissertation). ASNMSU will also fund to participate in humanitarian events. There are some restrictions, please ask your Senator for more information. The following info should be provided to your ASNMSU Senator at least 3 to 6 weeks BEFORE you travel.

1. Name, date/s, and place (city, state) of conference.
2. Name of organization the ASNMSU bill will be written for (ex. Biology GSO, Psychology GSO, English GSO, etc.)
3. How many students are attending/presenting? Note: ASNMSU will provide funding for four (4) students to just attend conferences only once per year and there must be concurrent sessions. There is no limit on funding for students presenting at conferences.
4. Cost of Airfare (for each student)? Will you need reimbursement for checked bagged fees? If not flying, are you driving? Will you rent a vehicle or use your own?
5. Hotel costs (including taxes)? How many students are male and female (no co-ed rooming unless married)? ASNMSU regulations call for four (4) to a room; however, if there certain circumstances we can work around that.
6. Registration fees?
7. Will you need gas mileage reimbursement to and from El Paso Airport? Airport Parking?
8. Ground transportation while at conference site (ex. Taxi, shuttle, public transportation)?
9. Poster costs? Printing costs?

**Remember: Graduate students must complete five (5) hours of community service for every $3000 appropriated. Community service can be completed on or off campus but must benefit the NMSU campus or southern New Mexico (El Paso counts). Organizations also have the option of doing service as a group. For example, if you have 12 active members in your organization than 3 members of your organization would need to complete two (2) hours on campus and two (2) off campus of service for every $3000 dollars appropriated. It is up to the organization how you would like to complete service. Also please keep in mind ASNMSU funding is a reimbursement process and can take up 6 weeks. All original receipts must be turned in to receive payment.**