

# MarymountManhattan

a college of the liberal arts

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## **Student Guidelines: Donaldson Award Application and Reimbursement Procedures**

In October 2004, the Oliver and Jennie R. Donaldson Charitable Trust provided Marymount Manhattan College with a generous gift to help student's present scholarly research at conferences around the country and the world. From this gift Marymount Manhattan established the Donaldson Awards.

The general guidelines for application require current students to have been at Marymount for at least two semesters and have a cumulative GPA of 3.0 or higher. Faculty sponsorship is required. Also, as the Donaldson is a restricted fund, there are limitations on what the award can be used for. Students may apply the award to conference registration fees, transportation/travel and hotel related expenses only.

If you are interested in applying for a Donaldson Award, please follow the steps outlined below. Application must be submitted at least two weeks prior to the date you intend to travel to your conference.

Indicated below are the procedures that are to be followed when applying for a Donaldson Award, and when requesting reimbursement. Please note that you must apply **in advance** for funding from this program. Applications submitted for funding after the participants have attended the event will not be processed. *Please note that the Donaldson Award covers only conference registration fees, transportation/travel and hotel expenses. The maximum amount that can be awarded is \$500*

### **Applying for a Donaldson Award**

1. Applications for Donaldson Awards must be submitted to Academic Affairs at least 2 weeks prior to the scheduled conference.
2. Applications must include a copy of the abstract that will be submitted to the conference organizers.
3. Applications for Donaldson Awards require a review by the Director of Academic Administration and the approval of the award by the Vice-President of Academic Affairs.
4. The following must be submitted along with the Application Form for the review to be completed:
  - A copy of the Flyer/Brochure from conference showing date of conference and registration fee.
  - A Copy of email or letter to you or your faculty sponsor informing you of your acceptance to attend and present at the conference.
  - Approval by your faculty sponsor as evidenced by their signature on the Application Form.
  - A copy of estimated or actual round trip airfare/train or if driving mileage from travel website
  - A copy of estimated or actual hotel rate from travel website
  - A copy of estimated inner city transportation, if necessary (cabs to/from airport, etc.)
5. **Application Forms submitted without the above documentation will not be reviewed.**

6. The applicant and the faculty sponsor will be notified of the approval or denial of the application via letter. An approval will specify the amount awarded, and any restrictions (other than those specified above) on the use of the approved funding.

#### **Requesting Reimbursement for Donaldson Award Expenses**

In order to receive reimbursement for your approved Donaldson Award expenses you must:

1. Submit all **original** receipts (airline tickets, train tickets, cab receipts etc) using the Marymount Manhattan approved Expense Report Form.
2. The Expense Report Form should be submitted to Academic Affairs within 5 business days after your return from the conference.
3. You can only be reimbursed for the actual receipts submitted to us as follows:
  - If your receipts are under the amount awarded, you will only be reimbursed for actual total of the receipts only.
  - If your expenses exceed the amount you have been awarded, you will only be reimbursed for the amount of the award.
4. Attach a copy of your award letter to the Expense Report Form.