

**Boston College Graduate Nurses' Association**  
**Policy for Student Reimbursement of Conference Expenses**

The Graduate Nurses' Association will provide support to graduate nursing students who are engaged in the generation and dissemination of new knowledge relevant to the field of nursing or one of its subspecialties. Graduate nursing students who are presenting at or attending a conference recognized by the Graduate Nurses' Association are eligible to apply for financial support. This support is intended to increase the scholarly output from our graduate students by defraying administrative, travel and registration expenses.

Requirements

All applicants must:

- Be enrolled as a student in a graduate degree program (MS or PhD) within the William F. Connell School of Nursing.
- Have completed at least one semester of coursework as a graduate student within the William F. Connell School of Nursing at the time of application.
- Not be receiving any other financial support for the conference (NRSA, faculty grants, volunteering at conference, other outside funding).
  - *Exception:* Students who have applied for individual research and conference grants (IRCGs) from the Graduate Student Association at Boston College may still be eligible to receive funds from the Graduate Nurses' Association.
- Retain original receipts for all expenses for which reimbursement is requested.
- Submit completed applications for the 2012-2013 academic year to **bcgradnurses@gmail.com** during the open application period beginning **March 13, 2013**, ending **April 1, 2013**.

For reimbursement of conference-related expenses:

- The purpose of the conference must entail the dissemination of new knowledge relevant to the field of nursing or one of its subspecialties. Regional and national conferences, seminars and research symposia are acceptable activities. Certification review courses, skills workshops, and classes leading to academic credit are not.
- The conference must take (or have taken) place during the 2012-2013 academic year (beginning September 4, 2012 and ending May 14, 2013).
- If the applicant is a presenter at the conference, he or she must submit a confirmation letter from the activity organizers.
- Eligible expenses include registration, travel and lodging costs.
- Applications are limited to one (1) per student per academic year.

Procedure

- Register for (and, if applicable, attend) eligible conference. Retain all original receipts.
- Complete the attached Application for Student Reimbursement of Conference Expenses.
- Submit your completed application and a copy of your confirmation letter (if you are a presenter) to the GNA via email at [bcgradnurses@gmail.com](mailto:bcgradnurses@gmail.com).
- A committee of one faculty member and (at least) two GNA officers will review applications and notify applicants of their approval status before April 30, 2013.
- Once approved, applicants must submit original itemized receipts (including boarding passes, if requesting reimbursement for air travel), fill out a university-wide student reimbursement form (to be provided upon application approval), and submit proof of activity registration. Detailed information will be included in the letter stating your award status.

Reimbursement

- Amount awarded will be dependent on the number of qualified applicants.
- Only a specific amount of money is available from the GNA each year, and it will vary from year to year depending on the budget.
- *Applicant will be reimbursed the previously determined amount after all receipts are submitted.*

**All decisions of the GNA are final.**  
**Questions should be directed to the GNA Co-Chairs or GNA Faculty Advisors.**