STUDENT TRAVEL REIMBURSAL PROCEDURES

The Aquatic Ecosystem Restoration Foundation (AERF) is committed to sustainable water resources through the science of aquatic ecosystem management in collaboration with industry, academia, government and other stakeholders, and provides science based solutions to restore and maintain sustainable water resources.

Because student presentations offer a valuable contribution to support this mission, AERF is offering full reimbursal for the first ten students for travel costs associated with delivering conference presentations and attendance of the 2019 Texas Aquatic Plant Management Society Annual Conference in San Antonio, Texas, as described below. Partial reimbursal may be available for additional applicants.

Travel funding is offered on a reimbursement basis only for costs of airfare and for lodging, and meals incurred during the conference. Costs of lodging and meals for dates other than the dates of the conference will not be reimbursed. Costs incurred should be economical—e.g., only standard/coach airfare from locations within the continental United States will be reimbursed, students are encouraged to share lodging, and rental car fees will not be reimbursed. Some meals are included in conference registration (see conference information webpage). TAPMS currently has rooms blocked at a discounted price of $115/night for the dates of the conference. Maximum daily reimbursal for meals will be $56.00—the GSA rate.

Within 30 days of conference attendance, each student must submit (1) a completed reimbursal request (fillable PDF form on the next page), (2) an abstract of the oral/poster presentation, (3) a speaker bio, and (4) documentation of conference registration along with receipts or other documentation for all pertinent costs. Receipts for meals and lodging should be itemized and show payment. Costs for alcohol and incidental expenses other than parking will not be reimbursed.

Reimbursal requests should be submitted via email to Carlton Layne, Executive Director of the Aquatic Ecosystem Restoration Foundation. Please contact Carlton with any questions regarding reimbursal requests:

Carlton Layne, Executive Director
Aquatic Ecosystem Restoration Foundation
clayne@aquatics.org
Dear Mr. Layne,

This is request for reimbursal of expenses that were incurred while attending the 2019 Texas Aquatic Plant Management Society annual meeting held in San Antonio, Texas on the dates of the conference. The reimbursal request is as described below and itemized receipts for these expenses are attached.

<table>
<thead>
<tr>
<th>Expense Category [check all that apply]</th>
<th>Number of Days (meals) or Nights (lodging)</th>
<th>Expense Reimbursal Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Other Transportation</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Thank you,

Signature: _____________________________ Student Name: _____________________________
Email: _____________________________________ Phone number: _________________________
University Name/Program: _________________________________________________________
Advisor: ______________________________ Advisor Email: ______________________________
Presentation Date: __________________ Presentation Title: _____________________________
_______________________________________________________________________________
_______________________________________________________________________________
Address for payment: ____________________________________________________________
City: ______________________ State: _____________ Zip: ________________