



**Texas Aquatic Plant Management Society**

## **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 and participation offer a valuable contribution to support this mission, AERF is offering full reimbursal for travel costs associated with delivering conference presentations and attendance of the 2021 Texas Aquatic Plant Management Society Annual Conference in San Antonio, Texas, as described below.

**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 Monday, November 15th through Wednesday, November 17th 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. Continental breakfast both days, AM & PM breaks, and banquet dinner are included in conference registration. TAPMS currently has rooms blocked at a discounted price of \$109/ night for the dates of the conference. Maximum daily reimbursal for meals will be \$50.00—the U.S. General Services Administration meals rate for College Station, Texas.

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 if applicable, (3) a speaker bio if applicable, 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](mailto:clayne@aquatics.org)

SUBMIT TO:  
Carlton Layne, Executive Director  
Aquatic Ecosystem Restoration Foundation  
[clayne@aquatics.org](mailto:clayne@aquatics.org)

Request date: \_\_\_\_\_

RE: Request for Reimbursement for Student Travel – Texas Aquatic Plant Management Society

Dear Mr. Layne,

This is request for reimbursement of expenses that were incurred while attending the Texas Aquatic Plant Management Society annual meeting held in San Antonio, Texas, from November 15-17, 2020. The reimbursement request is as described below and itemized receipts for these expenses are attached.

<b>Expense Category [check all that apply]</b>	<b>Number of Days (meals) or Nights (lodging)</b>	<b>Expense Reimbursement Amount Requested</b>
Airfare		\$
Other Transportation		\$
Lodging		\$
Meals		\$

Thank you,

Signature: \_\_\_\_\_ Student Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

University Name/Program: \_\_\_\_\_

Advisor: \_\_\_\_\_ Advisor Email: \_\_\_\_\_

Presentation Date: \_\_\_\_\_ Presentation Title: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Address for payment: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_