

CURO Conference Participation Grant

Updated 09/12/2025

- You must submit an application and be approved for the conference participation grant before attending the conference.
- The CURO grant can cover conference participation costs up to a total of \$1000 (or whatever amount you were approved for).
- Online booking services, such as AirBnB, Expedia, Booking, Hotels.com, VRBO, Home Away, and other similar type services providers is prohibited.

Before you leave:

1. Register as an individual vendor in the UGA vendor system at <https://suppliers.uga.edu/>
 - i. If you have already registered for a previous conference or other reimbursement, you do not need to register again
2. Register for your conference
3. Arrange for your travel and lodging
4. Review UGA travel policies here - https://busfin.uga.edu/accounts_payable/travel/

What you can be reimbursed for:

- Conference registration
- Travel (such as airfare, ground transportation, or mileage if you drive)
 - A full copy of the flight confirmation receipt is required for reimbursement
 - 3rd party vendors should not be used. Book flight directly through the airline
- Poster printing
- Lodging*
 - An itemized breakdown of costs such as room charge, parking, taxes, etc. is required for reimbursement
- Meals*

**Lodging and meals for out-of-state travel are reimbursed at the appropriate GSA rates. To view the GSA rates for travel within the US, [click here](#).*

What you cannot be reimbursed for:

- Lodging booked through AirB&B, VRBO, or other similar site
- Entertainment expenses not related to the conference, such as tourist attractions or museum tickets
- Clothing, shoes, or other personal supplies
- Souvenir purchases
- Alcoholic beverages

While you are traveling

- Keep your receipts
- All receipts for lodging and meals must be itemized. If you are not given an itemized receipt, ask for one.

When you return

- Send your receipts for reimbursable expenses to Amanda Pruitt (apruitt@uga.edu).
- Send receipts as pdf files. You must include the entire receipt.
- You must send receipts that show payment has been made. Airfare confirmation or hotel reservation. confirmation emails that do not include "payment by Visa xxxx-xxx" or something similar will not be accepted.
- Receipts must be submitted by 45 days after the travel ends.

Questions?? Contact us at curo@uga.edu or apruitt@uga.edu.



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