

Conference Travel Expense Relief Fund

A Proposal to the LSU Student Senate & University Administration

THE PROBLEM

The Student Senate has no standardized process for funding student conference travel. Decisions are ad hoc and arbitrary, resulting in inconsistent access across colleges and poor stewardship of student activity fees.

THE SOLUTION: CTERF

The **Conference Travel Expense Relief Fund (CTERF)** creates a dedicated, rules-based fund to reimburse students for travel to professional development experiences. It replaces ad hoc allocations with a transparent, proportional, and accountable system.

FUNDING ALLOCATION

Funding begins with a proportional allocation by college enrollment, adjusted for retention rates. Senior colleges are calculated using a 68% five-year graduation rate; University College (primarily freshmen) is adjusted to 49%. A **\$500 minimum** is then applied to ensure that smaller colleges (Agriculture, Art & Design, Coast & Environmental Science, Mass Communications, Music & Dramatic Arts, and Science) receive meaningful funding regardless of enrollment size. The remaining funds after minimum adjustments are redistributed proportionally among the other colleges. An unallocated reserve (~40%) provides a contingency pool so no student is limited by their college affiliation.

College	Enrolled Students	% of LSU	Allocated Funding
Agriculture	1,026	3.96%	\$500
Art & Design	961	3.71%	\$500
Business	2,329	8.99%	\$764
Coast & Env. Science	123	0.47%	\$500
Engineering	3,272	12.62%	\$1,073
Humanities & Social Science	4,085	15.76%	\$1,340
Human Science & Education	2,044	7.89%	\$670
Mass Comms (Manship)	681	2.63%	\$500
Music & Dramatic Arts	402	1.55%	\$500
Science	1,468	5.66%	\$500
University College	9,473	36.55%	\$2,147
Unallocated Reserve	55	0.21%	\$6,006
Total	25,919	100%	\$15,000

APPLICATION & APPROVAL PROCESS



Submit Application



Committee Review



Reimbursement

Students who submit applications are required to appear before the CTERF Review Committee to personally defend their proposal before a funding decision is made.

CTERF REVIEW COMMITTEE (14 MEMBERS)

Chair: Chair of Budget & Appropriations. **Co-Chair:** Chair of Student Life, Diversity, and Community Outreach (SLDCO).

Members (12): One student representative from each undergraduate college: Agriculture; Art & Design; Business; Coast & Environmental Science; Engineering; Humanities & Social Sciences; Human Science & Education; Manship School of Mass Communications; Music & Dramatic Arts; Science; University College, plus one representative from the Pinkie Gordon Lane Graduate School or a professional school. All 12 college representatives are selected by the Speaker of the Student Senate.

ELIGIBILITY

Any enrolled LSU student may apply for travel to professional development experiences that do not generate financial return for the student. Eligible events include academic conferences, industry expos, professional association meetings, leadership summits, and research symposia. Events providing compensation or direct financial benefit are not eligible.