

July, 2020

## **NATIONAL CAREER CONFERENCE REIMBURSEMENT STIPEND AWARD FOR JENKINS MBA STUDENTS**

Attending a national career conference can be especially beneficial for certain students when it comes to landing a full-time job or internship. National career conferences are especially beneficial to MBAs who want to interact with employers who may not visit NC State's campus but will be at one of the career conferences. Additionally, most national career conferences are extraordinary professional development opportunities, networking opportunities and community-building opportunities.

MBA career conferences usually require participants pay a few hundred dollars to register, plus the cost of staying at a hotel, and travel. We recognize that the cost of attending a national career conference may be an obstacle for some students. In order to open this potentially life-changing opportunity to as many students as possible, NC State's Poole College of Management (PCOM), will make available a national career conference stipend for eligible Jenkins MBA students.

### **Career Conference Registration Stipend**

PCOM will reimburse the registration fee for one national career conference up to \$250 for eligible Jenkins MBA students. Travel and incidental costs are the responsibility of the career conference attendee. National career conferences can include, but are not limited to, career fairs such as NBMBAA, Net Impact, Reaching Out, NAWBA, Veterans career fair, and career conferences such as SIG and the Food Expo.

*Example: Mary Smith attended the Reaching Out Conference. She was reimbursed for her \$150 registration fee. Mary is not eligible to receive a second stipend of \$100 since the program allows for reimbursement for one national conference.*

### **Eligibility for a national career conference stipend**

Students must complete these initial Career Management Center (CMC) deliverables to earn the career conference stipend:

1. Student must be in good academic standing (not on academic probation), and in good standing in accordance with NC State University's Student Code of Conduct.
2. Sign the Jenkins No Show Policy and the Renege Policies and have it on file with the CMC
3. Sign the Participation, Liability Waiver, and Indemnification Agreement
4. Have an "approved" resume on file in 12Twenty
5. Complete the initial career advising appointment and required mock interviews
6. Submit a career conference target company list to the career coach

### **Amount awarded**

The amount allowed for reimbursement related to a national career conference is \$250 per seeking student for the current academic year. The reimbursement request must be submitted within 30 days of the last day of the conference.

Stipend privilege is limited to students who are seeking full-time employment or an internship and have not accepted a new position at the time of the conference.

### **Planning and approval process**

Please note, this stipend, in accordance with university policy, is paid in the form of reimbursement for documented eligible expenses and requires submission of documentation and advance approval from the PCOM Career Center PRIOR to travel and/or conference registration. There are no exceptions to these university requirements. Detailed instructions for application and eligibility are listed below.

Students must:

1. Complete the [Non-Employee Travel Authorization Form \(AP104\)](#) in advance of travel to a conference (see sample completed form).
  - a. Certify the travel information by providing an ink signature and date.
  - b. Attach a copy of the agenda/itinerary - to include the cost of registration.
  - c. Sign and attach the [Participation, Liability Waiver, and Indemnification Agreement](#).
2. The completed AP104 and supporting documentation must be submitted to your primary career coach in the Poole College of Management Career Center, Jenkins Graduate Program at least TWO WEEKS prior to the registration due date.
3. Upon review and approval, the AP104 form and supporting documents will be returned to you.

4. You are responsible for submitting, PRIOR to the conference, the fully executed form with supporting documentation to Student Services, Candise Lewis, [cnlewis3@ncsu.edu](mailto:cnlewis3@ncsu.edu).

### **Reimbursement process**

1. Student must complete the [Travel Reimbursement Request form](#) (see sample completed form) within 30 days of return from travel.
2. The following documentation must also be attached to the request:
  - a. Conference agenda/itinerary (if not already provided).
  - b. Itemized/detailed receipt for the cost of registration - receipt must:
    - i. Be in the Traveler's name.
    - ii. Include the date of purchase.
    - iii. Include the amount of purchase.
    - iv. Provide proof of payment (Additional documentation may be requested if method of payment is not present).
3. Completed form and supporting documentation to be submitted to Candise Lewis [cnlewis3@ncsu.edu](mailto:cnlewis3@ncsu.edu) upon return from the conference.
4. You may receive an automated email in which you will need to certify/approve the pending reimbursement in order for it to move forward in the approval process.

*Note: The submission of your reimbursement request should be done all at once and include the completed travel reimbursement request form, conference agenda/itinerary and detailed/itemized receipt.*

### **For full-time MBA students, how does the National Career Conference stipend award affect my MBASA and/or Peer Coach stipend?**

Students who have accepted positions on the MBASA and/or serve as a Peer Coach will be entitled to receive the financial awards as presented when the student accepted the position(s). The National Career Conference stipend will not negatively impact other financial awards.