

CASFER Connect 2026 Symposium Travel Instructions

The Center will cover travel expenses for CASFER professors, senior researchers, and advisory board members and graduate students or postdocs supported by the grant, match, or institutional contributions to currently funded CASFER projects (typically one student/postdoc per task). In addition, two undergraduate student per institution may be supported, with each institution determining its own selection process (previous REU participants are recommended). Each project task will be required to present a poster. All students should coordinate with their PI before registering.

All attendees must register at the following link by October 14 2026:

<https://www.casferconnect.com/events/2026-casfer-connect-symposium>

Poster session: Each project task will be required to present a poster of their research by a student/postdoc. Please turn a copy of your poster to (casfer@ttu.edu) by Monday, October 26, so they can be reviewed and added to the list of posters. When printing, please make sure that the posters are printed 31.5x42 inches (horizontal).

Please bring your posters with you for the CASFER Annual Symposium.

Hotel information:

Hotel reservations will be paid directly by TTU for CASFER professors, senior researchers, advisory board members and graduate students or postdocs and special invited speakers. You must have registered in the link above before the deadline to secure your room.

Students/Postdocs may share rooms.

Marriott East Lansing at University Place

300 MAC Avenue

East Lansing, MI 48823, US

The reservation block includes these dates:

Check in: Wednesday, November 4, 2026

Check out: Saturday, November 7, 2026

Flying outside those dates is acceptable but remember that hotel will not be covered by CASFER.

Flights will be reimbursed for economy/main class and max one bag will be reimbursed.

Reimbursement Process for Non-TTU Travelers

Travel costs will be reimbursed through Texas Tech University procurement process.

You will need to be in TTU travel system before the travel (if you have already received reimbursement from TTU you are in the travel system, if not you will receive and email/call to register before the meeting).

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Before the meeting you may receive an email from Emburse enterprise with a encumbered amount, the amount shown in this email is not the cost of the trip is just a place holder.

After the site visit, we will reimburse you for your airfare, baggage, airport parking, Uber/Lyft to and from airport/hotel, and per diem meals on your travel days, except for the meals provided by the event.

Please in one email (to casfer@ttu.edu) send your receipts in one single PDF format (do not submit meals receipts, as they will be reimbursed at the per diem rate).

Your travel expenses need to be submitted within 15 business days after travel has been completed.

If you have previously attended events at TTU, your information is already established in our payment system, if you need to updat this information (bank account, reimbursement method, address for mailing check, etc) **please include that request in your email.**

Reimbursement Process for TTU Travelers

Arrange your travel as usual with your business manager or travel coordinator in your department. Use the following FOP: 21P735 - B56B22 – 200

In Emburse Enterprise, write the following Business Purpose: Traveled to Michigan State University for the Center for Advancing Sustainable and Distributed Fertilizer Production Annual Symposium. This travel benefits Texas Tech University because it is a grant award milestone.

[Assign Christian Alvarez Pugliese as approver for both the preapproval and the expense report.](#)

For any additional question slack or email Christian Alvarez Pugliese christian@casfer.us