

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 all CASFER personnel, you must have registered in the link above before the deadline to secure your room.

Students/Postdocs will 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.

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.

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Please in one email (to casfer@ttu.edu) send the following information

(1) [Guest Travel Expenses excel file](#), Please fill it your name and the Participant Transportation: 7B7005 section (top section) only.

(2) 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.

For new personnel, you will receive an email from the TTU Procurement department with a link to set up your vendor profile in the payment system, after you submit your receipts to us. Please check your junk email box in case the email goes there instead of your Inbox. You will need to submit your information to this link before your account is set up.

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