

## **Graduate Student Travel Policy and Guidelines**

All Political Science graduate students are eligible for reimbursement by the Department of Political Science for travel expenses to one (or split between two) academic/professional conferences/meetings per fiscal year (travel occurs between July 1 – June 30) for a total maximum reimbursement of \$800, provided the following guidelines are met:

- 1) If the conference/meeting is sponsored by a professional society (e.g., APSA, MPSA, ISA) and the student is presenting a paper or poster, funds up to \$800 will be provided by the Ithiel de Sola Pool graduate student travel fund. Prior to any reimbursement, the paper/poster must be forwarded to Kate Searle for posting to the Department's listing on the SSRN website.
- 2) If the conference/meeting involves active participation (e.g., on a panel/subcommittee or presenting a paper/poster) funds up to \$375 will be provided. The conference/meeting does not have to be sponsored by a professional society and the paper/poster need not be posted to the Department's listing on the SSRN website.
- 3) If you choose to split the total maximum reimbursement of \$800 between two conferences/ meetings, one (or both) must meet the criteria in (1) above and the other may meet the criteria in (2) above, with maximum reimbursement for the latter being \$375.
- 4) The student must be registered (either in-residence or non-resident) at the time of the conference.
- 5) Prior approval must be obtained from Department Headquarters.

Reimbursement towards travel expenses includes transportation (airfare, trains, buses, taxis, airport shuttles), lodging, meals, and registration fees. It is important to retain original itemized receipts (for both food purchases and hotels specifically). If a trip includes an additional stop(s) for purposes other than the conference/meeting and the cost of the airfare is increased because of this, the student will be expected to cover the increase from another source.

To Apply

1. Complete a [Graduate Student Travel Request Form](#).
2. Upon completion of the trip, send paper/poster (if applicable) to [Kate Searle](#) for posting to SSRN and after travel, email receipts to [Sasha Rollinger](#)