

## 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 (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 Janine Sazinsky 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.
- 6) **Retroactive approval for travel expenses is not allowable.**

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. 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. Submit request to Paula Kreutzer in Department HQ for **approval prior to travel**.
3. Upon completion of the trip, send paper/poster (if applicable) to Janine Sazinsky ([janinec@mit.edu](mailto:janinec@mit.edu)) for posting to SSRN and submit **original itemized receipts** to Susan Twarog.