

Graduate Student Travel Policy and Guidelines

All Political Science graduate students are eligible for reimbursement by the Department of Political Science for transportation expenses to one conference per fiscal year (July 1 – June 30), provided the following guidelines are met:

1. The conference must be sponsored by a professional society.
2. The student must be involved in a professional society at the conference (e.g., presenting a paper, chairing a panel, attending a subcommittee of the professional society)
3. The student must be registered at the time of the conference.
4. Prior approval must be obtained from department headquarters.
5. Retroactive approval for travel expenses are not allowable.

Maximum reimbursement is up to **\$800** towards travel expenses, including lodging and meals, for the presentation of papers or posters, provided by the Ithiel de Sola Pool graduate student travel fund. Maximum reimbursement is up to **\$375** towards travel expenses for other professional society participation. If a trip includes an additional stop or stops for purposes other than the conference and the cost of the airfare is increased because of this, the traveler will be expected to cover the increase from another source.

To Apply for Graduate Student Travel Support

1. Fill out a Graduate Student Travel Request Form (next page) describing the professional activity (see #2 above) and giving the full name of the professional activity sponsoring the conference.
2. The request should be submitted to Paula Kreutzer, Financial Assistant, Department Headquarters for approval.
3. Upon completion of the trip, a travel voucher must be filled out and submitted to Paula Kreutzer (E53-471) in order to receive the travel reimbursement. Before the reimbursement is processed, an electronic version of the paper or poster must be forwarded to Mike Myers, Department Webmaster.

Graduate Student Travel Request Form
Prior Approval Must be Obtained

Date: _____

Name: _____

Phone: _____

email: _____

Name of Conference: _____

Purpose of Trip: _____

Destination: _____

Dates of Trip: _____

Approval:

Paula Kreutzer (date)
Financial Assistant