

Policies regulating the award of departmental travel grants for graduate students

The department is providing a number of travel grants to reimburse students for expenses incurred while attending academic conferences. Each grant refunds expenses up to a per-student, per-year maximum established year by year. Total funding available may vary from year to year, and will be awarded at the discretion of the graduate committee until funds are exhausted.

Eligibility criteria

- i. The applicant must be in good academic standing (i.e. 3.0 GPA and satisfactory progress towards the degree).
- ii. The applicant must have a paper/poster/presentation accepted by the conference he/she is planning to attend.
- iii. The applicant must publicly present his/her work prior to attending the conference. This may include participation in the graduate student symposium, departmental seminars, or other occasions where feedback on the presentation is received.
- iv. When travel grants for students are made available by the professional association organizing the conference, students must provide evidence that they applied for such external funding.
- v. Each student is eligible to apply for one or more conferences, up to the yearly maximum reimbursement allowed. Requests for exceptions to this rule will be examined by the graduate committee.

Application procedures

Students will apply for travel funding by emailing the designated contact, and presenting the following information/documentation:

- 1) Conference information:
 - a. Name of the conference, dates, location
 - b. Title, abstract/summary (if applicable)
 - c. Estimated total costs
- 2) Evidence of acceptance to the conference
- 3) Evidence of application to external funding (if applicable)

Award criteria:

The graduate committee will consider applications and award grant reimbursements throughout the year, even though some deadlines for major conferences (e.g. AAEA) may be communicated in advance. As funding is limited, it is likely that not all eligible applicants will receive a travel award. The committee will consider the following criteria:

- 1) Professional relevance of the conference and prominence of the presentation (selected paper, lightning presentations, posters etc.)
- 2) Degree advancement, with senior students closer to enter the job market receiving priority
- 3) GPA and other indicators of student performance.

Reimbursement and travel procedures.

Reimbursable expenses include most travel expenses, lodging, meals, necessary membership to associations or submission fees.

- 1) Liability waivers. Student must complete a liability waiver for all travel prior to departure date. Signature on form must be witnessed.
- 2) Pre-trip forms. Student will need to complete a pre-trip authorization form well in advance of the date of travel. This form is only required for out-of-state and international travel or travel by plane within the state.
- 3) Post-trip forms. Students will need to complete a post-trip form and submit all relevant and valid receipts to receive reimbursement.