

## Memorandum

To: All Faculty and Graduate Students

Re: Graduate Student Reimbursement Policy for Conference Participation

Date: August 27, 2004

Current graduate students who are in good standing may request funding in the form of a reimbursement for participation in and/or attendance at academic conferences. These requests must be in writing (no email) and be turned into the political science office during business hours no later than five business days before the first day of participation or attendance at the conference for which funding is sought. Requests should be addressed to the Director of Graduate Studies. Separate requests must be made for each conference for which funding is sought. Each request must include all the information listed below or it will not be forwarded for consideration, but will instead be returned to the student without further processing.

1. The name of the person requesting funding.
2. The proposed form of participation (e.g., paper presenter, attendee, discussant, participant in job fair).
3. If coauthored work is to be presented, please include the names of all coauthors.
4. Statement of other sources of possible funding for the conference, if any.
5. If coauthoring with faculty you must inquire whether the faculty member is willing to cover any of the student's expenses out of grant or research funds. All such proposals must indicate explicitly that this inquiry was made and the response.
6. The total amount requested and an itemized justification for the request.
7. An indication of whether the indicated form of participation in the conference has been accepted by the conference organizers. If so, the acceptance letter or email must be attached.

Complete requests will be forwarded to the Director of Graduate Studies, who may approve the request, deny it, or approve an amount other than that requested.

In order to receive reimbursement, the student must provide to the office staff receipts for expenditures (we will not reimburse based on per diem calculations) and proof that he or she participated in the conference *in the capacity for which funding was proposed* (e.g., a conference registration receipt and program). No reimbursements will be made for conference participation that was not pre-approved.

In the event that a student has been pre-approved for reimbursement, but does not participate in the conference in the capacity for which they proposed funding, no reimbursement will be made. Changes in the nature of participation before the conference may be handled by submitting a new request.

The Director of Graduate Studies will be guided in his or her approval of request by the following considerations, in order of importance.

1. The level of funding for graduate student travel that is available and anticipated demands on that funding
2. Whether the student in question is on the job market and the conference will help further his or her job search
3. The nature of the proposed participation with research presentation and discussion preferred to other forms of participation
4. The student's seniority in the program
5. The number of conferences for which the student has received funding in the past and his or her record of performance at those conferences
6. The student's academic record and performance evaluations

Appeals to decisions made under this policy should be made according to the appeals process described in the Graduate Curriculum for 2004-2005.