2023-2024 Political Science Conference Funding Policy

The Political Science Graduate Program offers limited support for participation in professional conferences that are consistent with the University's travel restrictions at the time of application. The program will reimburse expenses where a paper or its equivalent is delivered by the student at a professional conference, including virtual conferences. <u>Serving as a discussant, roundtable participant, or panel chair does not qualify</u>. Students must have a confirmed invitation to present their work at a conference.

2023-2024 Conference Funding Details:

Funding amount: <mark>$1,000.00</mark>

Requirements:
- Eligible student status (see [FAQ](#)),
- Proof of application for external or [internal conference funding](#),
- Expense reports must be [submitted](#) within 50 days of the last day of travel.
- International Trips Only: Completed [International Travel Registration](#)

Eligible expenses:
- Conference fees
- Professional membership fee (submitted with the conference fee)
- Airfare
- Ground transportation (see FAQ)
- Lodging

Conference Funding FAQ

Who is eligible for conference funding?

- Graduate students in their **second year and beyond** of the program who are in good academic standing
- Political Science conference funding is not available for joint Kroc-POLS Ph.D. students. Joint students should seek departmental conference funding from the Kroc Institute.
- Conference funding is not available to graduate students after they defend their dissertation
- Conference funding is not available to graduate students while taking a leave of absence

How do I demonstrate that I have applied for additional funding?

- Provide documentation of additional funding applications to the Graduate Coordinator when you apply for reimbursement (e.g. email confirmation of submission).

Will conference funding roll-over from year to year?

- No, conference funding does not roll-over. Conference funding follows the fiscal year and can be used from July 1 to June 15.

Can I be reimbursed for car rentals or hiring a car service?

- Car rental or limo services will not be reimbursed without the prior approval of the DGS
- In-city transportation using taxis, UBER, or LYFT is eligible for reimbursement with receipt

Can I use conference funding for food and beverages?

- No, the Graduate Program will only reimburse the actual cost of transportation, lodging, and registration fees.

I am interviewing for a job at APSA, what documentation do I need to provide for reimbursement?

- Submit an email confirmation of arranged interviews at ASPA to Graduate Coordinator

I am traveling internationally, what do I need to do to complete Travel Registration?

- Follow Notre Dame Global's instructions found [here](#).
- A copy of the email from NDI approving your travel registration should be attached to your expense report in Concur. Attach the same way as your conference program.
- University of Notre Dame graduate & professional students traveling abroad for University purposes should register their travel at least two weeks prior to departure.

Requesting Reimbursement in TravelND

Reimbursements forms and receipts must be submitted to the Graduate Studies Coordinator within **50 days** of the last day of your conference. **After 50 days, expenses will not be covered.** Travel expenses will not be reimbursed until after your conference is over.

Before getting started:
- **Email the Graduate Studies Coordinator**
    - A copy of the completed Student Business Travel Certification Form (DGS will sign)
    - Documentation of additional funding application
    - Any other funding awards including the amount, FOAPAL, and expense restrictions (e.g. professional membership fees)

- **Ensure you have the following materials ready for Travel ND**
    - Copy of the conference program cover and agenda with the name of the conference and dates listed
    - Copy of the page with your name listed as a presenter
    - Proof of payment (not confirmation or reservation) for travel, lodging, and registration
    - Copy of all receipts (must have proof of payment listed)
    - International Travel Registration Approval (if applicable)

Please follow the **Graduate Student Expense Report Guide** for instructions on TravelND and creating a report. **Be sure to make the Graduate Studies Coordinator the first approver on your reports.** Contact the Graduate Studies Coordinator for specific questions.

If an expense report is returned to you, <u>you must re-add the Graduate Studies Coordinator</u> as an approver to the report. When reports are returned to you, many of their settings are not saved including approvers and approved amounts of funding.