

## Political Science Conference Funding Policy

The department offers support for graduate student travel to professional conferences. The department will reimburse expenses where a paper or its equivalent (e.g., a poster presentation) is delivered at a professional conference. Serving as a discussant, roundtable participant, or panel chair does not qualify. Graduate students participating in job market interviews at APSA may also use conference funding to attend ASPA.

The amount of funding is each year depends on the Graduate Program budget and follows the fiscal year, July 1 to June 30.

Students may request reimbursement for the actual cost of transportation, lodging, and registration fees after the conference has taken place. Information about reimbursable expenses may be found on the Graduate School website and in the University's [Travel, Entertainment, and Business Expense Policies and Procedures](#) document. Reimbursement forms and receipts must be submitted to the Graduate Program Coordinator within **50** days of the last day of your trip. After 50 days, expenses will not be covered.

To qualify for departmental reimbursement, students must also apply for other forms of conference funding on campus (e.g., ISLA, GSU, Kellogg, Nanovic, Rooney, etc.) or external funding opportunities (see [Funding Gateway](#)). Because the Graduate Program has limited resources, students with access to supplementary funding, such as A&L Professional Development Funds or PIER are requested to draw from these funds first.

### **FAQ**

#### **Who is eligible for conference funding?**

- Graduate students in their second year and beyond of the program who are in good academic standing
- Joint Kroc-POLS Ph.D. students
- 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 – an email confirmation of applications should suffice

#### **What documents should I submit to the Graduate Coordinator for reimbursement?**

- Travel form
- Copy of the conference program cover
- 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
- Documentation of additional funding application
- Documentation for APSA interviews (email confirmation), if relevant

**Can I be reimbursed for the conference registration fees or travel before the conference?**

- No, the Graduate Program will only reimburse expenses after the conference has taken place.

**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 30.

**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 APSA to Graduate Coordinator