Department of Political Science, University at Albany

DEPARTMENTAL SUPPLEMENTAL FUNDING OF STUDENT TRAVEL
TO PRESENT PAPERS AT SCHOLARLY MEETINGS

The department has limited funds available for helping graduate students present papers at scholarly meetings. These funds are specifically designed to supplement other sources of funding, such as the GSA grants program, and funding available from the APSA and other sources. Graduate students applying for departmental support should thus indicate in their application letter what other sources of funds have been applied for. Departmental funds will not be available to students who have not applied to other funding sources.

The following guidelines will be used by the Chair in allocating these funds:

- Funding will not be provided unless a student’s paper or poster talk has been accepted at the meeting. In no event will funds be allocated simply to attend a meeting, or participate as a discussant or panel chair, without presenting a paper.
- The amount of funding allocated depends on the location and nature of the meeting: Students presenting at Northeast regional meetings (NY Political Science Association or Northeast Political Science Association) will generally be eligible for up to $250; those attending conferences outside the Northeast will be eligible for up to $500, depending on the distance involved. While there may be exceptions, travel funds will generally be restricted to attendance at “main line” conferences – the regional political science conferences and the APSA annual meeting, meetings of the International Studies Organization, the Association of Public Policy Analysis and Management, the Law and Society Association, etc.
- Generally, students will be eligible for a maximum of $500 support in a given academic year.
- Students should apply to the department chair for support, by submitting a completed application form.
- Departmental assistance may be used for meals, lodging and conference registration fees.
- Students who have been admitted to candidacy and with the strongest academic record will receive priority in allocation of travel funds.

Student Travel Procedures

1. The Director of Graduate Student Services (Barbara Mathews) must receive a signed “Department Supplemental Funding of Student Travel Form” prior to travel.
2. Train Travel: The University Designated Travel Agency is not necessary for train travel. The traveler must provide an original receipt or email confirmation indicating a payment has been made at time of reimbursement.
3. Meals: Receipts are not required for meals. Meals are paid on a per diem basis and differ according to location. The average per diem allowance for meals is $52.00 in 2007. (check for updates)
4. Taxis, Shuttles, Conference Registration and other miscellaneous expenses: For all other expenses save original receipts to submit with travel expenses.
5. Travel Reimbursement Paperwork: When you returns, make an appointment with the Director of Graduate Student Services. Please bring a copies of the Conference Program and receipts for all travel expenses. In addition bring a copy of the travel approval signed by the department.

Please complete the application form on the following page.
DEPARTMENTAL SUPPLEMENTAL FUNDING OF STUDENT TRAVEL FORM

1. Name: ____________________________________________ Student ID:__________________

2. Phone number: ________________________ Email: ____________________________________

3. Please List Prior Departmental Funding for Travel (conference, date, and amount).

4. Minimal Requirements For Funding:
   [   ] I am presenting a paper or poster.
   [   ] I have submitted a funding request to the Graduate Student Association (GSA). (GSO typically requires eight weeks to process an application. Please attach copy of the application and the organization’s reply. No application will be reviewed without this material. Students may apply for Department funding even if GSO has officially rejected an application that was submitted on time.)
   [   ] I have submitted a funding request to the organization sponsoring the event (e.g., APSA). (Please attach copy of the application and the organization’s reply.)

5. Title of Paper or Poster: ______________________________________________________________

6. Name of Conference: _______________________________________________________________

7. Location Conference: _______________________________________________________________

8. Dates for Conference: _______________________________________________________________

9. Departure and Return Days and Times: ________________________________________________

10. Itemized Budget for Trip:
    a) Transportation (type and cost): __________________________________________________
    b) Lodging (cost per day and days): ________________________________________________
    c) Food (cost per day and days): __________________________________________________
    d) Other (e.g., conference fee): ____________________________________________________

    TOTAL COST OF CONFERENCE: ______________

    AMOUNT RECEIVED FROM OTHER SOURCES: ____________

    AMOUNT REQUESTED FROM POLITICAL SCIENCE DEPARTMENT: ____________

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    Signature of Student: ______________________________________ Date: ___________________

    Signature of Faculty Advisor: ________________________________ Date: ___________________

    Signature of Chair: _________________________________________ Date: ___________________