

POLITICAL SCIENCE POLICIES & PROCEDURES

Graduate Student Travel Qualifications:

- Travel is **ONLY** for academic conferences for the **FIRST PRESENTATION** of an academic paper. It is **NOT** for research or any other travel.
 - Only **ONE** student (in the event of multiple authors) will be funded.
 - Students can only receive funding from the department **ONCE** in an academic year.
- 1) Strong preference is given to senior PhD students for travel funding.
 - 2) POS 600 or POS 601 must be completed in order to qualify for funding.
 - 3) The core course(s) must be completed in the area covered by the paper being presented at the conference, or substantial coursework in the emphasis area must be completed. (ex: Environmental Politics & Policy, Feminist Theory, Comparative Race Relations, etc.)
 - 4) A Faculty Mentor or Advisor must submit written approval for travel.
 - 5) Student may be encouraged to present their paper to the department or elsewhere prior to attending the conference.

Graduate Student Travel Requirements for Funding:

- 1) All students interested **MUST** attend a Student Travel Workshop presented by the department.
- 2) Advisor approval **MUST** be obtained prior to travel. (See Application form.)

BEFORE YOU TRAVEL:

Documentation Needed: 4 weeks prior to trip

- 1) Conference dates/location
- 2) Conference agenda
- 3) Conference registration fee and registration form (fee should be paid)
- 4) Conference hotel rate
- 5) Copies of letters or applications showing funding committed from other sources
- 6) Department Travel Application for funding (showing amount awarded)
- 7) Abstract of paper to be presented
- 8) Copy of letter or e-mail of acceptance of paper

International Travel: 2 months prior to trip

Documentation needed is same as above.

AFTER YOU TRAVEL:

- 1) It is your responsibility to turn in all necessary documentation (as listed on the Student Travel Checklist sheet) **within 5 business days of your return** to Flagstaff.
- 2) The more prepared you are prior to your travel, the easier it will be to process afterwards.