

Policies and Procedures for Graduate Student Travel

The Economics Graduate Department has a limited budget to support graduate student travel each year.

Policy:

Students have the opportunity to apply through the Graduate Program Manager. The department provide funding in the form of a match if the student has received travel support from either 1) the [Graduate School](#), or 2) are being sponsored by an Economics faculty member. If a student is denied funding from the Graduate School and/or Economics faculty, an appeal can be made to the Graduate Program Director in writing.

The total amounts offered are \$300 for domestic travel or \$500 for international travel. Priority will be given to those not yet funded in the academic year.

Process:

Please reach out to the Graduate Program Manager with questions or for a travel authorization request. The Authorization to Travel form must be completed by the traveler and submitted to the Graduate Program Manager for authorization prior to any travel. A copy of the approved form will be returned to the traveler for their records.

Within a week after the trip, all appropriate receipts, the conference program, *and* Travel Reimbursement Request must be submitted to the department Administrator and the Graduate Program Manager. Reimbursements will only be processed within the quarter of travel.