

Graduate Student Travel

Policy:

Conferences are an important part of graduate education. The department has limited funding for student conference travel. Priority is given to students who are presenting at a conference or are on the job market. Funding is awarded once per academic year.

1. The department provides *matching* funds. Primary funding comes from:
 - The Graduate School (if you are presenting), or
 - Sponsorship by an Economics faculty member (if you are attending a conference).
2. The department provides primary funding for (one) Job Market (JM) Conference. JM candidates can request matching funds from a faculty supervisor.

Primary and departmental matching amounts are \$300 each for domestic travel or \$500 each for international travel.

If you are not able to secure funding from the Graduate School and/or an Economics faculty member, you can send a written appeal to the Graduate Program Director.

Process:

1. Review the travel office website to understand travel rules: <https://finance.uw.edu/travel/>
2. Complete the Travel Authorization Form (see timeline below):
<https://forms.gle/Hu9fnM5fQSL26Af99>
3. After your authorization is approved, make travel arrangements. Follow best practice: lowest cost/use per diem rates; no upgrades; book solely for the traveler (if traveling with others, make their reservations separately; and request itemized receipts for all expenses).
4. Submit (a) travel reimbursement form (attached); (b) itemized receipts; and (c) conference program within *one week of travel*.

Timeline:

Priority Consideration: Travel Authorization received **by** Friday of the third week of the quarter.

Consideration: Travel Authorization received **at least** 30 days before travel

Not Considered: Travel Authorization received **less than** 30 days before travel.

Questions? Reach out to Michelle Foshee, Graduate Program Advisor (mfoshee@uw.edu)