

Department of Political Science  
Yale University  
Graduate Student Conference Travel Information

Revised 01-Dec-2009

Registered Political Science Ph.D. students are eligible to receive funding **up to \$750 per year** to present a paper or to participate on a round table at a professional conference. One conference per student. Priority will be given to APSA and the Midwest. Other conferences will be approved by the DGS depending on, among other things, available funds at the time of the application.

**Since we are changing the policy mid-year, if you have already received funding for this year in excess of the new \$750 limit, the funds available to you for next year will be reduced to reflect the new reimbursement maximum.**

The year runs from July 1, xxxx to June 30, xxxx.

To apply, submit a *Funding Request for Graduate Student Conference Travel* form to the DGS at least 60 days in advance of the conference.

After the conference submit the *Reimbursement for Conference Travel Form* to the DGS Registrar, including original receipts and documentation that you participated in one of the above roles. In addition, provide a copy of the official program of the conference, with your name circled and a copy of the front page of the program. This form with attachments must be received within ten (10) business days of incurring the expense or returning from the trip.

Reimbursable expenses:

- Travel, air and rail - book the lowest available economy class and use e-tickets whenever available. MUST RETAIN/SUBMIT BOARDING PASSES.
- Ground transportation – tolls, taxi, personal auto, and rental vehicle. Use of personal vehicle will be reimbursed at the federal mileage allowance rate per mile. If rental vehicle, the University has negotiated discounts with preferred rental car agencies, and discounts are available through [www.OrbitzForBusiness.com](http://www.OrbitzForBusiness.com). The most economical vehicle should be rented. All additional insurance coverage offered by the car rental agency should be declined.
- Lodging – choose a reasonably priced hotel
- Registration fee
- Meals - method of payment: 1) reimbursement for your reasonable actual meal expenses or 2) federal per diem allowance (no alcohol)

These resources have been made available to you in order to increase your opportunities to present your research at major conferences. This is where you will get the most exposure and the best comments on your research.

The University's preferred online booking tool and travel agency is:  
[www.OrbitzForBusiness.com](http://www.OrbitzForBusiness.com)

12/15/2009