

**Department of Economics**  
**Graduate Student Conference Travel Fund Guidelines**

In order to support doctoral students who present original research at professional or academic conferences, the economics department may provide help with reimbursement of eligible expenses from the Graduate Student Conference Travel Fund.

Starting in fiscal year 2018-19, this fund may be used to provide reimbursement for one or two conferences in a fiscal year (July 1 through June 30) as follows.

- Eligible expenses for the first conference are reimbursed up to \$750
- Eligible expenses for the second conference are reimbursed up to \$250
- In case of limited funds, higher preference is given to a student presenting at their first conference

**Guidelines**

- This fund may not be used to provide reimbursement to a graduate student to present at more than two conferences in the same fiscal year, or to attend a conference or meeting where the student is not presenting original research related to their dissertation.
- These levels of reimbursement do not mean that a student has \$1,000 for conference travel in a year, or that the role of the first conference and second conference can be interchanged. Students should plan applications for reimbursement accordingly.
- Sometimes a conference or meeting may not be of sufficiently high quality to use scarce funds. In this case, the Graduate Program Committee may vote not to allocate funds.

Moreover, we acknowledge that

- This support may be insufficient to reimburse all expenses related to attending a conference. Additional funding from other sources may be used to supplement this funding (for example, the Graduate Scholarly Presentation Travel Fund available from the Office of Graduate Studies, or funds made available by individual faculty members, or externally-sponsored funds).
- The level of support may change from time to time as determined by the department chair.
- There is no obligation for the department to provide this funding, and as usual, this funding may be limited or terminated due to budgetary constraints.
- This support is more generous than the support presently provided by the College of Liberal Arts and Sciences to tenure-track/tenured faculty to attend domestic conferences.

**For fiscal year 2017-18 only**

The department chair would like to extend some of this more generous benefit to doctoral students in fiscal year 2017-18. As we are already in this fiscal year, the following guidelines shall apply.

- If a student has not applied for any funds by November 17, 2017, then their applications in fiscal year 2017-18 follow the policy for fiscal year 2018-19 stated above
- If a student has applied for any funds by November 17, 2017 and their first reimbursement was less than or equal to \$250, they are eligible for \$750 for their second conference
- If a student has applied for any funds by November 17, 2017 and their first reimbursement was greater than \$250, they are governed by the previously existing guidelines for 2017-18
- The few students who have already been approved for funding using the 2018-19 amounts are governed by the policy for 2018-19