

BUS PhD Student Travel Policy

1. What is the purpose of the policy?

- a. To encourage students to build their vita throughout their doctoral program by presenting their scholarly work at professional conferences.
- b. To defray the cost of their doing so.

2. What involvement in conferences will be covered?

- a. “Active participation” in a conference, defined as presentation of the student’s own research, either sole-authored or co-authored, in a paper session, poster session, or symposium.
- b. Priority will be given to active participation in a major (i.e., highly prestigious) conference in the student’s field.
- c. Being a discussant of other scholars’ research in a conference session, or chairing a conference session in which other scholars present their research, is NOT covered by this policy.

3. Who is eligible?

- a. Doctoral students at all stages of their program who are in good standing. “Good standing” is defined as making normal progress with satisfactory performance toward completion of program requirements (e.g., coursework, qualifying paper, general exam) and obtaining the PhD degree.

4. What limits are there on travel support?

- a. Support will only be given if the student has exhausted all other available support. For example, students are currently eligible for \$1000 in support for travel to conferences from the Graduate School after they have successfully completed their general exam (see <http://www.grad.uconn.edu/doctravel.html>).
- b. The total amount of awards will be limited to \$1500 per student per fiscal year (July – June).

5. What expenses will be covered?

- a. Student registration fee (earliest pre-registration price)
- b. Travel expenses ordinarily covered for state employees, including airfare (direct flight), personal auto, local transportation, and lodging and meals at standard per diem rates.

6. How do I apply?

- a. Apply in advance of the conference. Retroactive travel requests will not be processed.
- b. Provide documentation of your active participation in the conference, including the conference dates and location and either an acceptance letter for your conference submission or a copy of the listing of your session in the conference program.
- c. Provide documentation of your having exhausted other travel support available to you if applicable (e.g., Graduate School travel funds).
- d. Request parking permit for parking in state employee lot at Bradley Airport if applicable.

7. How do I get reimbursed?

- a. Save original receipts, including boarding passes for flights, registration fee receipt, hotel bills, etc. For claims under \$25, a receipt is not required.
- b. Give Nancy Crouch a sheet of paper breaking down your expenses by day with your receipts.

Gary Powell
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