

Conference Travel Funding Guidelines

Presenting papers at conferences is an important part of graduate students' professional development. Given this, our department will guarantee up to **\$750** to graduate students presenting at a conference **twice**. This funding can be used for conference registration fees, transportation, lodging, food, or any other expenses related to the conference or travel to and from it.

To receive this funding, you need to be presenting a paper (regular panel or roundtable) at the *American Sociological Association* annual meetings or that of an organization in one of your substantive areas of interest, such as the *American Educational Research Association*, the *Society for the Social Scientific Study of Religion*, or the *Society for the Study of Social Problems*. In general, our department will not fund presenting at regional conferences (e.g., *Eastern Sociological Association* or *Southern Sociological Association*), though you can make a case to the Director of Graduate Studies.

After you use your up to \$750 funding for two separate conferences at which you are presenting, our department will do its best to provide funding for future conferences, assuming you are presenting. We cannot, however, guarantee doing so. For additional conferences at which you are presenting, we ask that you use (at least in part) other funding sources, such as your Arts and Letters professional development funds, CREO professional development funds, CSRS professional development funds, or internal or external grant money.

For years when there is a scarcity of funding for graduate student conference travel, priority for additional funding (beyond your up to \$750 for two separate conferences at which you are presenting) will be given to students who have received the lowest amounts of funding for their two conferences and who are currently receiving a stipend from the department (or have external funding and thus are not in need of a department stipend).

Logistics

All reimbursements for conferences are to be done through an expense report you create through Travel ND (type in search bar in Inside ND). Examples of how to create a report can be found on the Travel ND website: travel.nd.edu/expenses-report-help-documentation. Please make sure you add the Graduate Studies Coordinator as a delegate, that way he/she/they can help you navigate the report if needed (add receipts, expenses, etc., you will still be the final reviewer before submitting the report). To add a delegate, go to "profile" in the top right corner, then "settings", "expense settings" on bottom left, then "expense delegates."

Charging flights to our Department's Account: If you would like to use your funding for a flight, and do not want to use your personal credit card, you can have Anthony Travel charge your flight directly to our account number (foapal). Here are the steps to do so:

1) Contact Anthony Travel (574-631-7080 or NDCampusTravel@anthonytravel.com) to identify the flight you want. Then ask Anthony Travel to reach out to the Graduate Studies Coordinator to get approval and to get the foapal to which the airfare should be charged.

2) The Graduate Studies Coordinator confirms that the graduate student's funding balance is enough to cover the airfare, and if it is, they then approve and give Anthony Travel our Graduate Program's foapal. The Graduate Studies Coordinator then records the expense against the student's allotted \$750.

Disclaimer: If a student has Anthony Travel charge a flight to our Graduate Program's foapal without following the above steps (accidents happen, we know!), the student needs to reach out to the Graduate Studies Coordinator ASAP with the flight information so the charge can be accounted for in the student's allotted \$750. If this continues to happen, the student may not be able to continue using this pre-paid service.