

### **PhD Student Travel Policy for Academic Year 2019-2020**

Full-time PhD students are eligible to apply for travel support through the PhD program for up to five years if they have been accepted to present research at a conference or professional meeting or serve as discussant, panel chair, or in some other official function as part of the program. Furthermore, travel deemed professional development or research-related will be considered on a case-by-case basis. **\*Travel support is contingent on the availability of funds each budget year.**

Travel funds will be dispersed annually until expended according to the following priorities: (1) first trip of the academic year; (2) INCM-related; (3) written deliverable; (4) within the annually determined per capita limit (as an annually accumulated total). Travel expenses beyond the travel allocation through the PhD program will be each student's responsibility. Student travel will be funded at an annual maximum \$500.00 per student, unless otherwise approved. Funding priority will be given to travel resulting in papers, proceedings, or other written deliverables.

For in-state and out-of-state trips that combine personal travel with program-funded business travel, reimbursement will not exceed the amount of what it would have cost if the student did not combine personal travel with business travel. In other words, students will only be reimbursed for business-related expenses from the university to the venue and back using the most economical means available. All extemporaneous travel is deemed personal and will not be reimbursable.

PhD students may request up to \$100.00/night reimbursement for lodging. The student should select the least expensive option available taking into consideration proximity to the venue and personal safety. When the lodging is the conference or convention site, reimbursement will be limited to the conference rate up to \$100.00, if available.

Full-time PhD students may request travel funds to attend professional conferences if one or more of the following conditions are met:

- a. The PhD student is a presenter, moderator, roundtable participant, discussant, or panel chair at a professional meeting with his/her name on the official conference program; or
- b. The PhD student is an officer, e.g., president, vice-president, or program chair in a professional association that is holding a conference.

A copy of the pages of the conference program listing the PhD student's name and paper title or a copy of the formal acceptance of the student's participation in the conference must be submitted with the *Travel Request Form*.

Procedures for requesting funding for travel and reimbursement:

- a. Submit a *Travel Request Form* with estimated price documentation and necessary approvals for all travel **at least thirty (30) days in advance** of the trip. These forms can be found at <http://hss.kennesaw.edu/resources/travel/>. Please do not expect to be reimbursed for any travel arrangements made without prior approval of your travel request.
- b. Submit [Travel Expense Form](#) within fifteen (15) days of the completion of the trip for reimbursement.

To find the above forms and all travel policy information for CHSS, please visit <http://hss.kennesaw.edu/resources/travel/> or visit KSU Accounting and Finance for forms related to travel at <http://ofm.kennesaw.edu/ofmquicklinks/forms.php>.

PhD Students are strongly encouraged to seek additional funding as well. Possible sources are:

- A. Graduate Student Association—  
<http://graduate.kennesaw.edu/students/gsa.php>
- B. Professional Associations Travel Awards—American Political Science Association, American Sociological Association, American Anthropological Association, etc. (strongly encouraged, but you have to apply early for full consideration!)
- C. CETL Awards/Travel Funds—  
<https://research.kennesaw.edu/our/funding/students.php>
- D. KSU Foundation Scholarship/Awards—<https://scholarships.kennesaw.edu/>