

## **GRADUATE STUDENT CONFERENCE FUNDING, 2023-24**

*updated 11.9.23*

The program provides up to \$300 for domestic travel assistance per year and up to \$500 for international\* travel assistance per academic year to all active graduate students. The funds can be used to cover registration and travel expenses to academic conferences and invited talks. To be approved for graduate conference funding, students must be on the conference program as either commentators, presenters, or chairs, and they must be an active student (not discontinued, graduated, or on leave) at the time of the conference travel.

Students included in the program of a conference held virtually (either as commentators, presenters, or chairs), may request up to \$300 in funding to reimburse registration costs associated with attending. This funding will be considered as a domestic conference travel funding request.

Students who do not request international conference funding during the academic year may request an additional \$300 for a second domestic or virtual conference.

For students attending the ACLA 2024 meeting (either as commentators, presenters, or chairs), the program will cover the registration fee. This will not count towards the international or domestic funding limits.

**To request conference funding, please fill in and submit the department's online [travel/conference funding request form](#).** Once the Chair approves the request, the department's Business Administrator will provide details to claim the reimbursement.

In addition to program funding, graduate students may apply for up to \$800 in funding through the Conference Travel Grant provided through The Graduate School. Please note that The Graduate School fully grants this award once per year to students who have completed 3 quarters of full-time, full-tuition registration. The award is granted only twice in a student's graduate career. The instructions and application can be found here: [TGS Conference Travel Grant](#).

Contact the program's Business Administrator with questions.

### **PLEASE NOTE:**

Travel must be approved and occur between 9/1 and 8/31 of each year to be reimbursed from travel funds for that year. All requests must be submitted no later than 14 days prior to the first day of travel. No approval will be given retroactively if a request is submitted after the conference/seminar has begun or ended.

**All travelers must adhere to the [University's travel guidelines](#).** Note that the government, the [University](#), [TGS](#), and/or the department may need to impose travel and event-related restrictions.

**\* Graduate and professional students traveling abroad must register their trip in the [International Travel Registry](#).**