PAM and PAM-SUPPORTED PhD STUDENT TRAVEL FUNDING GUIDELINES

- PAM PhD students are eligible for **up to a total of $750 per year** in travel supported by PAM. See below for details on the types of travel that is supported. On occasion, students can be reimbursed for travel beyond this amount. This is at the discretion of the DGS and should be discussed well in advance of scheduling their travel.

- Students should talk to the DGS **before** making travel plans in order to determine if their travel is eligible for reimbursement, and what amount will be reimbursed.

- Students who are presenting a paper or poster at an academic conference should start by applying for a Conference Travel Grant from the Graduate School. Students are eligible for one such award per academic year and the maximum that can be received is $675.

- Students working with faculty on funded projects may also seek reimbursement from their faculty advisors for travel costs not covered by PAM.

- The PAM travel budget is extremely limited. **Every effort should be made to contain costs, including seeking the least expensive travel option, booking tickets well in advance, and sharing hotel rooms.**

- PAM has institutional memberships at APPAM and ASHE which entitle students to discounts on their registration fees. Be sure to ask for this discount when you register.

- When requesting travel funds, please use the application form appended to this document and submit this form electronically to Pat Avery.

**Types of travel supported by PAM:**

- PAM will support travel to conferences at which students are presenting their own research.
  - PAM reimburses for hotel, registration and travel, but not meals.
  - PAM will support costs that are NOT reimbursed by the Graduate School—please go to the Graduate School for support first (see above).
  - This support will be used for travel to high quality academic conferences that are central to the student’s field of study—the importance and quality of the conference will be ascertained by the DGS in communication with the student’s Chair.

- PAM will partially support travel to key conferences at which students are interviewing for jobs.
  - PAM reimburses for hotel, registration and travel, but not meals
  - **Students should discuss their travel plans, interview schedule, and resulting costs with the DGS and PAM Placement Director well in advance.**

- On occasion, PAM will support travel to conferences at which the student is neither presenting nor interviewing for jobs. These instances will be limited to student attendance at key academic conferences, such as APPAM, PAA, the Econ Meetings and ASHE. Such travel is eligible for a lower level of reimbursement.
• **PAM students are guaranteed a total of $100 per year for such travel.**
Students seeking to be reimbursed for travel beyond this amount should speak to the DGS well in advance of scheduling their travel.