

Department of Public Administration & Policy Doctoral Travel Support Policy

Sources of Funding

- Departmental Funds
- Graduate School Funds
- Office of Vice-President for Research (OVPR) for travel outside of the United States Conferences

How to Apply

1. All applicants *must* go through the Department. Students may not apply directly to the Graduate School, OVPR, the Dean's Office, etc.
2. Please abide by the following deadlines:

Travel Dates	Deadline
For travel within the United States:	
7/1 – 9/30	6/1
10/1 – 12/31	9/1
1/1 – 3/31	12/1
4/1 – 6/30	3/1
For international travel:	
9/1 – 11/30	6/1
12/1 – 2/28	10/1
3/1 – 5/31	1/2
6/1 – 8/31	3/1

3. Apply via the SPIA Travel Request form:
https://ugeorgia.qualtrics.com/jfe/form/SV_eA8zNwzhlxErQmF

(An Abstract and Proof of Acceptance or application proof is required).

4. If your conference is outside of the US, see Meredith Dewald for instructions on how to apply for travel funds.
5. Once you have submitted your request, Meredith will distribute your application to all the appropriate offices on campus. She will notify you once she has received all decisions regarding your application. You will receive this notification *approximately one month* after the deadline.

**If you have submitted a paper but are waiting for conference approval, submit proof of submission. Once the conference has made a decision, notify Meredith.*

Graduate School Requirements

1. First preference will be given to doctoral students.
2. The meeting or conference must be of regional or national importance.
3. Approval of travel requests will be limited to one trip per student per fiscal year. Approvals are NOT guaranteed.
4. The student must possess a minimum GPA of 3.50 based on at least five (5) semesters of full-time graduate study at UGA with no grades of "Incomplete" or "No Report".
5. Funding will not be provided to students employed as instructors or classified employees.
6. The applicant must be registered for classes during the semester of his/her travel. If a student is traveling between semesters, he/she must also be registered for the semester following travel.

Departmental Requirements

1. The conference should be one of the Department's approved meetings. The approved meetings are:
 - a. Academy of Management annual meeting
 - b. American Economic Association (AEA) annual national meeting
 - c. American Political Science Association (APSA) annual national meeting
 - d. American Society for Public Administration (ASPA) annual national meeting
 - e. Association for Budgeting and Financial Management (ABFM) annual meeting
 - f. Association for Public Policy Analysis and Management (APPAM) fall annual meeting
 - g. Association for Research on Nonprofit Organizations and Voluntary Action (ARNOVA) annual meeting
 - h. Western Social Science Association (WSSA) annual conference
 - i. Public Management Research Association (PMRA) biennial national meeting
 - j. Midwestern Political Science Association (MPSA) conference
 - k. Southern Economic Association (SEA) annual meeting
 - l. Proposals for support to present papers at other scholarly meetings may be submitted. These will be considered on a case-by-case basis. Factors affecting the decision include funds availability, strength of the research and quality of the meeting.
2. The student must be presenting a research paper or poster as a scheduled presenter (not as non-participating co-author).
3. Applications **must** be received by the deadlines listed above.
4. First-time applications within a given fiscal year (7/1 - 6/30) receive priority.
5. The department may limit the awards to two per student per fiscal year.
6. Your Travel Expense, along with all of your receipts, must be turned in within *two weeks* of your return. (Failure to submit your reimbursement request within 2 weeks of your return could result in the loss of funding from the Graduate School and OVPR.)

When You Travel

Students must abide by the UGA SPIA travel regulations. These can be found on the web here: <http://spia.uga.edu/wp-content/uploads/2016/09/SPIA-Final-Travel-Guidelines-FY-2018.pdf>.

Here are some important points.

1. Original receipts, which are clearly marked as paid, are required for all reimbursable items.
2. You will not be reimbursed for any entertainment expenses, such as alcohol or movies in your hotel room.
3. You will not be reimbursed for printing costs or phone calls.
4. We cannot reimburse you for lodging in private residences (i.e. Air BnB, VROB, etc.).
5. We can reimburse you for conference registration but not membership dues.
6. If you will be claiming mileage, you must submit a Mapquest or Google Maps printout of your route with the number of miles traveled.

Unfortunately, we cannot guarantee funding for all travel requests. Please do not assume that you have received funding until you have been notified by the department. If you have questions, please feel free to contact the department Business Manager, Meredith Dewald. She can be reached by email (mdewald@uga.edu) and (706) 542-1765.