

Policies and Procedures for Graduate Student Travel

The Economics Graduate Department has a limited budget to support graduate student travel each year.

Policy:

Students have the opportunity to apply through the Graduate Program Manager. The department provides funding in the form of a match if the student has received travel support from either 1) the [Graduate School](#), or 2) are being sponsored by an Economics faculty member. The department also provides conference fees and travel funds for students on the job market to attend one job market-related conference. If a student is unable to secure funding from the Graduate School and/or Economics faculty, an appeal can be made to the Graduate Program Director in writing.

The total amounts offered are \$300 for domestic travel or \$500 for international travel. Priority will be given to those not yet funded in the academic year.

Process:

Please reach out to the Graduate Program Manager (GPM) with questions or for a travel authorization request. Job market candidates need to have their chair email the GPM stating they approve of the chosen job market related conference. The Authorization to Travel form must be completed by the traveler and submitted to the Graduate Program Manager for authorization prior to any travel if you would like to be reimbursed. A copy of the approved form will be returned to the traveler for their records.

Within a week after the trip, all appropriate receipts, the conference program, *and* Travel Reimbursement Request must be submitted to the department Administrator and the Graduate Program Manager. Reimbursements will only be processed within the quarter of travel.

Make sure to register with the student travel registry:

<https://www.washington.edu/globalaffairs/global-travelers/travelregistry/>