

SPAA POLICY MEMO

RE: Student Travel Support (*updated 2022-23*)

Date: July 28, 2022

This memo is an update to the current travel policy for graduate students in the School of Public Affairs and Administration (SPAA). SPAA provides travel support to PhD students, as well as MPA students on a limited basis, for purposes of traveling to relevant professional meetings, conferences, or similar events to present a paper, receive an award, or play a major organizing and/or leadership role. Travel support is generally not available for visiting students.¹ Funding for travel is allocated each fiscal year, which runs from July 1st to June 30th.

Travel Support Amounts

- PhD students in good standing are eligible to receive travel support in the amount of \$800 for each of their first four years of study.²
- MPA students *may* receive travel support up to \$500 once during their degree program.³
- Student travel support is only available for purposes of making a presentation, receiving an award, or playing another kind of active role in a professional meeting, conference, or similar event.
- ***Additional Funding for PhD Students:*** Any PhD student in good standing who will be honored with a major award in recognition of their scholarly achievement(s) at an academic conference may apply to receive up to an additional \$500 in travel funding.⁴ Students can apply for these additional funds one time each year that they are eligible to apply for travel funds from SPAA.
- SPAA reserves the right to limit or cancel travel funding from year to year depending on budgetary and financial constraints of the School.

Process for Requesting Travel Support

- PhD and MPA students requesting travel support must provide documentation of their presentation or other role in the conference or event. If awarded, expenses will be reimbursed after the conference or event. Reimbursements for travel must follow all SPAA and university policies and procedures. Students should send applications for travel support (attached) as well as all relevant documentation *in advance* of the conference or event to the Associate Dean for Finance and Administration. Applications will be reviewed on an ongoing basis.

Effective immediately,



Gregg Van Ryzin
Interim Dean

¹ Exceptions to this policy are rare and will be granted only with advanced written permission of the Dean.

² Good standing is defined as currently enrolled SPAA PhD students who have received, at least, a satisfactory annual performance evaluation and who have completed all outstanding Incomplete coursework. Please note, funds do not accumulate or carryover.

³ Funding for MPA students is not guaranteed and is available based on budgetary constraints.

⁴ A major award is defined as one where students have been acknowledged for their scholarly and/or research achievements and where they will be publicly recognized for these achievements among their scholarly peers.

APPLICATION FOR STUDENT TRAVEL SUPPORT

Applicant Information:

Name: _____ RU-N ID: _____

Graduate Program: _____ Semester of Entry: _____

For PhD Students ONLY:

Are you officially ABD? Yes No Semester of admission to ABD: _____

Phone: _____ Email: _____

Address: _____

Have you received a travel award from SPAA before?

Yes No

Travel Information:

Travel destination: _____ Dates of travel: _____

Purpose of travel: _____

Reason for Travel:

Please provide a brief statement detailing your reason for requesting travel funding. Attach all relevant documentation. For conference travel, a copy of the program and a letter accepting your abstract/paper is required, if applicable.

Total Amount Requested: \$ _____

PhD Students: Limited to \$800 per academic year. If applying for additional travel fundings (up to \$500) in recognition of an award, please provide relevant details below. Masters Students: Limited to one time \$500 support.

Name and e-mail of major advisor, if applicable: _____

Required Signatures:

Student Applicant: _____ Date: _____

Program Director: _____ Date: _____

Submit this signed application along with all required documentation in one .pdf file to
mjperetz@newark.rutgers.edu