



## FY18 Philosophy Graduate Student Travel Funding Policy

In order to stretch the fairly small allocation of money to support graduate student travel to conferences, this year we will limit reimbursement to \$500 for domestic travel and \$750 for international. We realize that this is not enough to cover the entire expense of most trips, but graduate students are encouraged to seek external support for travel, which can be used to make up the difference. Also, sometime towards the end of the fiscal year (which runs from September 1, 2017 thru August 31, 2018) it may be possible to issue some additional reimbursements to students if we have money of appropriate kinds left in certain accounts.

Normally, no travel support will be provided for attending a conference at which one is not presenting a paper or serving as a commentator. Priority will be placed on presentations at refereed conferences and at conferences that do not generally feature graduate student speakers. Exceptions to these policies and prioritization of requests will be made by the Director of Graduate Studies (DGS) in consultation with the Department Head.

To apply for support for your professional travel, send an email to both the Department Head ([t-george@tamu.edu](mailto:t-george@tamu.edu)) and the DGS ([easwaran@tamu.edu](mailto:easwaran@tamu.edu)) with the following information:

1. The title of the conference.
2. The title of your presentation.
3. A clear indication of whether your presentation was invited or selected via a competitively refereed process.
4. The dates and location of the conference
5. Estimated expenses (including airfare, ground transportation, lodging, conference registration, and meals).

Once you have received a return email stating that the department will reimburse some amount of your expenses, you may proceed with making your travel arrangements through Concur in the SSO (Single Sign On) system: <https://sso.tamus.edu>. Before you proceed, please read these detailed guidelines for making reservations, documenting expenses while traveling, and filing for reimbursement upon return: <https://philosophy.tamu.edu/travel-policies/travelguidelines/>

Note, in particular, that no department funds nor department credit cards can be used to reimburse for purchases of alcoholic beverages and cannot be used to pay for Texas state sales tax. Please see [Kristine Hughes](#) with any questions you have about using Concur, documenting your expenses, etc.