*COVID-19 UPDATE: Before making travel plans for conferences, please review the University’s guidance for USC Student Travel:* [*Travel Guidance - COVID-19 Resource Center (usc.edu)*](https://coronavirus.usc.edu/travel-guidance/)*.* *DISCLAIMER: If University travel restrictions are reinstated, travel guidelines will have to be adjusted accordingly.*

**Department of Political Science and International Relations**

**Student Conference/Travel Awards, 2023 -2024**

**The USC PhD Program in Political Science and International Relations encourages all students to present their research at professional meetings and conferences.**

**To support this initiative, the department has instituted student travel awards specifically to help offset the costs of travel to these conferences.**

**Application Guidelines**

* Applicant must be a current student in good standing and enrolled in the POIR PhD Program
* Applicant must have a received an official confirmation of acceptance for their presentation from the meeting organizers
* Applications should be submitted at least two months in advance of the conference/meeting
* POIR will award up to 15 students per year with an award of up to $750 of travel expenses for domestic travel and up to $1000 of travel expenses for international travel for approved applications, depending upon fund availability.
* Students are eligible for funds no more than once a year; priority will go to students who have not received this funding in the past.
* The presentation and the meeting/conference must be relevant to the applicant’s current studies/research and at least some of the material being presented should have been produced as a result of degree studies.
* Applicant’s advisor must support and sign this application.
* If approved, funds will be distributed ***after*** the conference has taken place and after the student has submitted an expense form for reimbursement, including all original receipts and a copy of the program for the conference attended.

**APPLICATION**

*To apply for travel award (reimbursement):*

• Complete the application below, including:

* + *A copy of the meeting’s call for abstracts/posters*
	+ *Provide a copy of the official acceptance of your presentation*
	+ *Obtain advisor signature and submit to POIR Graduate Program Administrator*

• AFTER CONFERENCE/TRAVEL HAS TAKEN PLACE, submit receipt for all costs incurred and method of payment used to pay **within** **10 days of travel/conference.**

***Reimbursement Procedure***

Submit approved application with a completed **POIR Expense Form** to Aurora Ramirez (aurora@usc.edu) within 10 business days after returning from the conference.

Report must include:

1. original receipts for all expenses for which reimbursement is requested with method of payment included
2. proof of conference participation
3. a copy of the program (including page where name appears).

*Only legitimate travel expenses will be considered for reimbursement. Alcohol expenses will not be reimbursed. Once the invoice is approved, please allow up to* *45 days for reimbursement.*

**Conference & Travel Award Application**

|  |  |
| --- | --- |
| Applicant Name:  | USC ID# |
|  |  |
| Year in Degree Program:  | Email Address:  |
|  |  |
| Mailing Address:  |
|  |
| Academic Advisor/Mentor:  |
|  |
| Conference Name:  |
|  |
| Conference Location:  |
|  |
| Date(s) of Conference:  |
|  |
| Date of Presentation:  |
|  |
| Estimated Cost of Travel:  | Requested Amount:  |
|  |  |
| Have you received or applied for other funding for this trip? *(If so, provide details below)* |
| Title of Presentation:  |
|  |
| Abstract – *include on separate page* |

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*Applicant’s signature Faculty Advisor’s signature*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*POIR Graduate Program Administrator Signature*

*Up to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 **Amount approved**