*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/)*. Of note, all travel must be approved first by the Divisional Dean. If you are only able to participate in conferences virtually, we will only be able to reimburse registration fees. DISCLAIMER: In the event that University travel restrictions be reinstated, travel guidelines will have to adjust accordingly.*

**Department of Political Science and International Relations**

**Student Conference/Travel Awards, 2024 -2025**

**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 one-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):*

*STEP ONE: SUBMIT APPLICATION – SUBMIT 1-2 MONTHS PRIOR TO CONFERENCE/TRAVEL*

* 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 faculty advisor’s signature and submit to POIR Graduate Program Administrator*

STEP TWO: SUBMIT FOR REIMBURSEMENT – SUBMIT WITHIN 10 DAYS OF CONFERENCE/TRAVEL

* 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.**

|  |  |
| --- | --- |
| **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 – *attach on separate page.*** |

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

***Applicant’s signature Faculty Advisor’s signature***

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

***POIR Graduate Program Administrator Signature***

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

 **Amount approved**

***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 student’s 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.*