

Department Reimbursed Graduate Student Business-Related Travel

The department supports the opportunity for enrolled, political science graduate students to travel as part of their academic and research endeavors. During the fiscal year, from July 1st to June 30th, graduate students may request reimbursement for business-related travel (non-taxable, non-reportable).

What does the department consider as business-related travel?

A graduate student attending a conference or workshop where they are a presenter/contributor; you will need to provide proof of affiliation with the event you are request reimbursement for—such as a brochure, pamphlet, etc.

What expense may be considered for reimbursement during business-related travel?

Effective January 1st, 2017, business-related travel includes: airfare, lodging accommodations (e.g. hotel stay), and other transportation expenses (e.g. taxi fare).

How much does the department provide for business-related travel?

Effective January 1st, 2017, the department will provide *up to* \$300, per fiscal year, from July 1st to June 30th, for graduate student business-related travel. Any travel-related reimbursements submitted in 2017 that took place prior to Jan. 1st, 2017, will be reimbursed at the previous rate (up to) \$200.

(If you have traveled in 2016 and have been reimbursed \$200 and you plan to travel in 2017, you are not eligible for the additional \$100; you will be eligible for (up to) \$300 on July 1st, 2017)

How many times may I use department travel assistance?

Department travel assistance is allowed one time per fiscal year. Using receipts from more than one travel event is not allowed. For example, if one's business-related travel expenses totaled: hotel cost \$89, airfare \$139 = \$228, one would only receive a maximum of \$228 for that fiscal year; one could not submit the remaining \$72 from another travel event.

<http://blink.ucsd.edu/travel/training-guidelines/student.html#>