



Graduate Student Travel Reimbursement Policy

The Graduate Student Travel Budget for the academic year is \$8,000. This amount is the limit to which the Department can reimburse the graduate student body as a whole for professional travel.

Travel is divided into two categories: **priority** and **general**. A trip qualifies as *priority travel* if and only if its purpose is to attend:

- (i) academic job interviews at APA meetings;
- (ii) a divisional meeting of the APA as a speaker or commentator on the main program; or
- (iii) some other *high-profile* philosophy conference as a speaker or commentator.

At the end of this document is a list of conferences that the Department has pre-designated as “high profile.” If a student has been selected to give a paper or comments at a conference that is not on the list below, the student can ask the Department to consider designating the conference as high-profile. This will be decided jointly by the Department Chair and Director of Graduate Studies. In cases in which it is unclear whether a conference qualifies as high profile, the Chair and DGS may consult with the Graduate Curriculum Committee or with faculty with expertise in the relevant subfield. Non-high-profile conferences can still be funded under general travel.

The Department will not support travel to a conference a student attends without being either a speaker or commentator.

To be reimbursed for conference travel, graduate students must seek funding from at least one other source (some options are listed at the end of this document).

The Department supports priority travel with up to \$800 per trip for domestic travel and \$1,200 for international travel. The limit for priority travel in category (i) is two trips per year with an upper limit of \$1,600. Reimbursement for priority travel in categories (ii) and (iii) is limited to one trip per year. Expenses incurred in excess of these limits may still be submitted for reimbursement as general travel.

General travel applies to legitimate academic travel by graduate students that either doesn't fall into categories (i)-(iii) or exceeds the limits specified above for travel in categories (i)-(iii). Graduate student conferences are considered general travel.

To accommodate the fact that travel expenses need to be reimbursed within 90 days to avoid tax implications, requests for general travel reimbursement will be considered every two months. In particular, they will be considered at the beginning of February, April, June, August, October, and December. Each of these two-month periods will have \$1,333 out of the total annual budget of \$8,000 set aside for it. If an application for general travel reimbursement has to be denied because that period's funds have been depleted, the student can apply again the next period. Reimbursement requests for general travel in a given period are considered collectively and prioritized according to the academic merit of the conference. Reimbursement for priority travel is

given out on a first-come, first-served basis and is not subject to the limit of \$1,333 per two-month period. If not all of a period's funds are used, they transfer to the next period.

All reimbursement requests should be submitted to the Program Assistant and must include:

- (a) evidence that the student has tried to secure external funding for the trip in question;
- (b) documentation about the conference the student would like to attend;
- (c) in cases of requests for priority-travel reimbursement for conferences not listed below, confirmation from the Chair or DGS that the conference counts as "high profile";
- (d) receipts for reasonable travel expenses.

The student does not need to *win* external funding to be eligible for funding from the Department, but students do need to apply for external funding. In cases in which the student wins external funding for priority travel, the student is eligible for funding from the Department of up to \$800 (or, for international travel, \$1,200) minus the amount of external funding won. Unreimbursed expenses incurred in excess of that amount may be submitted for reimbursement as general travel.

Conferences pre-designated as "high profile":

American Society for Aesthetics (ASA) Annual Meeting
American Society for Bioethics and Humanities annual conf.
Annual Ancient Philosophy Workshop
Arizona Workshop in Normative Ethics
Association for Symbolic Logic (ASL) Official Meeting
British Society for Ethical Theory (BSET)
British Society of Aesthetics (BSA) Annual Conference
Central Division Meeting of the American Phil. Assoc. (APA)
Cornell Summer Colloquium in Medieval Philosophy
Eastern Division Meeting of the American Phil. Assoc. (APA)
European Congress of Analytic Philosophy
Feminist Ethics and Social Theory (FEAST) Conference
Formal Epistemology Workshop (FEW)
International Conference on Philosophy & Meaning in Life
International Conference on Thinking (ICT)
International Assoc. for Philosophy of Time (IAPT) Annual Conf.
Madison Metaethics Workshop (MadMeta)
Midwest Seminar in Modern Philosophy

New England Colloquium in Early Modern Philosophy
New Orleans Workshop on Agency and Responsibility (NOWAR)
North American Society for Social Philosophy (NASSP) Conf.
NYU Philosophical Bioethics Workshop
Oxford Seminar in Early Modern Philosophy
Pacific Division Meeting of the American Phil. Assoc. (APA)
Philosophy of Science Association (PSA) Biennial Meeting
Rutgers Epistemology Conference (REC)
Social Epistemology Network Event
Society for Ancient Greek Philosophy (SAGP) Annual Meeting
Society for Exact Philosophy (SEP)
Society for the Metaphysics of Science (SMS) Annual Conf.
Society for Philosophy and Psychology (SPP) Annual Meeting
St. Louis Area Conf. on Reasons and Rationality (SLACRR)
Toronto Colloquium in Medieval Philosophy
Vancouver Summer Philosophy Conference (VSPC)
West Coast Plato Workshop
Workshop for Oxford Studies in Political Philosophy

References above to APA meetings are to the *main program* of those meetings. With the exception of graduate student conferences, an event sponsored by a department that is highly ranked on the Philosophical Gourmet Report has a good chance of being considered high profile; students must still, however, receive confirmation for such events.

Some external funding sources for graduate student travel:

- APA Graduate Student Stipends (for APA Meetings):
<https://www.apaonline.org/page/papersubmission> (scroll down to "Graduate student travel stipends" and/or "Financial Assistance")
- Travel Assistance Fund for Philosophers of Color (for APA Meetings):
<https://www.apaonline.org/page/travelfund>
- Eaton Graduate Student Travel Grants (from CU Boulder's Center for Humanities and the Arts):
<https://www.colorado.edu/cha/opportunities/graduate-student-opportunities/eaton-graduate-student-travel-grants>
- UGGS Individual Travel Grants (from CU Boulder's United Government of Graduate Students):
<https://www.colorado.edu/gpsg/grants-awards/travel-grants>