



## Graduate Student Travel Reimbursement Policy

### I. General Requirements for Reimbursement and General Travel

To be considered for travel reimbursement, a graduate student must (a) attend an academic conference as either a speaker or a commentator and (b) make a good faith effort to secure funding from an external source. (Sometimes, there may be no external funding the student can apply for. The student can explain this on the application form.) External funding sources for graduate student travel include:

- 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>

Travel reimbursements are divided into two categories: **priority** and **general**. (This distinction is explained in Sections II and III.) At the beginning of each academic year, the Department will decide on a maximum total amount to be used for the reimbursement of graduate student travel. A portion of this amount will be set aside for priority travel, with the rest being used for general travel. For fiscal year July 1, 2024—June 30, 2025, the total graduate student travel budget is \$10,000, with \$4,000 of that total earmarked for priority travel and the remaining \$6,000 for the reimbursement of general travel. At the beginning of each academic year, the Director of Graduate Studies will announce the budget figures for the year ahead.

All reimbursement requests will be considered on a first-come, first-served basis until funds have been exhausted. If the priority travel funds are exhausted first, general travel money may be spent on funding priority travel. Priority travel money can be spent on funding general travel only at the end of the fiscal year when, in case there is money left, all students with unreimbursed or partially unreimbursed expenses will be invited to apply for reimbursement.

### II. Priority Travel

A trip qualifies as **priority travel** if and only if its purpose is to attend a *high-profile* philosophy conference as a *speaker*.

At the end of this section, there is a list of conferences that the Department has thus far pre-designated as high profile. A student whose paper has been accepted for a conference that is not on the list can ask the Department to consider designating the conference as high-profile. Such matters will be decided jointly by the Department Chair and Director of Graduate Studies, generally in consultation with faculty with expertise in the relevant subfield. (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.)

The Department supports **priority** travel with up to \$800 per trip for domestic trips and \$1,200 per trip for international travel. Subject to available funds, a student will be reimbursed for either two domestic trips *or* one international trip (but not both) per year as priority. If a student has already been reimbursed for one domestic trip in a given fiscal year, the student will not also be reimbursed for an international trip in that year. Expenses on trips that otherwise qualify as priority incurred in excess of these limits may still be submitted for reimbursement as general travel (see Section III).

## 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

## III. General Travel

The category of **general travel** applies to travel as commentator to any academic philosophy conference or travel as speaker to a conference not considered “high-profile” as well as to what would otherwise qualify as priority travel but is in excess of the limitations placed on reimbursement of priority travel (as specified in Section II). Interdisciplinary academic conferences may also qualify as “general travel” if they are on topics related to a student’s research. The department supports **general** travel with up to \$600 per trip for domestic travel and up to \$800 for international travel.

## IV. Reimbursement Procedure

Prior to travel, students should email a completed *Travel Funding Application Form* for pre-approval to the DGS and the Manager of Finance, Terri Baldrige. Applications will be processed, and students will be notified how much money they can expect from the department. Students should then contact Terri Baldrige for help with booking a trip. Please note: The University of Colorado, Boulder strongly encourages employees to book university-related trips through Concur, but students must contact Terri Baldrige even if they prefer to book a trip on their own. Using Concur has two main advantages:

- a) It allows you to temporarily put a flight charge on CU’s Travel Card. After you return from your trip, Terri Baldrige will reimburse the university card for the amount which you have been promised, and you will refund the card for the rest, if any. Assuming you get some funding from the department, you will never have to put the whole charge on your own card.
- b) If you need to change or cancel your flight, you can do so without penalty fees if you book through Concur. Contact Terri Baldrige with questions about changing and canceling flights.

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\* References to this and the other APA meetings are to the *main program* of those meetings.

In the event there are unexhausted funds at the end of the fiscal year, students will be notified and those who have unreimbursed expenses can apply for reimbursement by emailing a completed *End-of-Year Travel Reimbursement Form* to the DGS and the Manager of Finance.