

Alumni Travel Fund

Political Science graduate students are eligible to receive funding up to \$350 when presenting a paper at a professional conference during the academic year which runs from July 1, xxx to June 30, xxxx. Only one conference per academic year is allowable. Eligibility is approved by the DGS (via email to: kenneth.scheve@yale.edu) prior to attending the conference, with a copy to Sandra Nuhn (sandra.nuhn@yale.edu) for backup documentation.

Reimbursable expenses are related to transportation ONLY. Examples of transportation expenses include:

- Rail - Economy Class only
- Air Travel - Economy Class only, using e-tickets when they are available. The University's preferred online booking tool and travel agency is www.OrbitzForBusiness.com
- Taxis
- Auto, Rental - The University has negotiated discounts with preferred rental car agencies. These discounts are available through Yale's preferred travel supplier using their online travel agency services (www.OrbitzForBusiness.com). The most economical vehicle should be rented, and all additional insurance coverage offered by the car rental agency should be declined. Gasoline will not be reimbursed.
- Auto, Personal - Use of personal vehicle will be reimbursed at the federal mileage allowance rate which is currently 48.5 cents per mile. This rate covers the cost of vehicle usage, including gasoline.
- Parkway and bridge tolls, if use of personal vehicle or rental vehicle

After returning from the conference, please submit the following items for reimbursement to Colleen Amaro:

- All original receipts for travel to and from the conference, including documentation that YOU paid for your own travel
- Boarding pass ticket stubs for air travel
- Copy of the conference brochure listing: (1) the name of the conference including the place and date, and (2) the page(s) listing your name as a paper giver, with your name highlighted

Expenses totaling \$300 or less will be reimbursed via a petty cash voucher. If reimbursement exceeds \$300, payment will be made to the banking account you currently have on file at the University.