*Approved October 2017*

**Objective**: The program aims to support students in presenting their work at conferences. Participation in conferences provides useful professionalization and research experiences and can promote our program outside of Boise State. The process for applying for and receiving program funding for conference travel should be made fair and transparent.

**Procedure**:

1. For the purposes of funding conference travel, PhD students must be enrolled in credits (a) at the time travel arrangements are made/purchased and (b) at the time of actual conference travel.

2. Students must present either a paper or a poster during the conference (solo or co-author). Failure to do so will result in re-payment of all travel costs.

3. Students may request funding support for one conference (up to $700) or for two conferences (up to $500 each) per year during their time in the program. All costs exceeding these amounts must be born by the student and will not be covered by the Program. Preference will be given to students who have not yet received funding for conference travel from the program.

4. Students must submit the request form to the Director of the Program and, once approved by the Director and student’s advisor/chair, work with the SPS travel coordinator and Program administrative assistant in making arrangements and completing all required paperwork. Chairs are responsible for making sure that conferences align with the student’s academic and professional goals, and that students are well prepared to present.

5. Students who are funded to present at conferences must present their work to students and faculty in the School of Public Service before presenting at the conference, in order to gain practice presenting and to receive feedback on the presentation.

**Conference Travel Funds Request Form**

PhD Program in Public Policy and Administration

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Conference location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description of your participation (include an explanation of how participation relates to your academic or career goals):**

**Funding amount requested: $ \_\_\_\_\_\_\_\_**

**Description of how funding will be used:**

**Have you been funded by the program in the past? Please explain.**

Approved \_\_\_\_ Denied (if denied, provide justification)\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor/Supervisory Chair Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Program Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_