



Planning to travel to a conference or workshop?

The Political Science Department can help get you there!

Students must submit a brief description of the proposed travel, participation, and budget to the Department Chair no less than three (3) weeks prior to travel domestically and seven (7) weeks prior to travel internationally.

If you plan to request a travel advance, domestic travel forms must be submitted five (5) weeks prior to travel and nine (9) weeks prior to international travel.

Travel support is currently only available for undergraduate Political Science majors and funds are not available to support Mock Trial or Model UN travel.

For more information and details on the policy, please contact the Political Science Office in building 47, room 14 or email politicalscience@calpoly.edu.



If awarded travel support, the student agrees to abide by all standard Cal Poly travel policies, including submitting pre-advance and reimbursement paperwork on the appropriate timeline through the appropriate channels, purchasing travel insurance where necessary, etc. By university policy, the department cannot book travel or rooms for students. Students are responsible for travel plans and expenses upfront.

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
POLITICAL SCIENCE (BA)
STUDENT TRAVEL POLICY
DRAFTED: SUMMER 2017 (APPROVED: 12 SEPTEMBER 2017)

The Political Science Department Student Travel Funds are allocated and can be spent for any of the following activities: presentations, conference participation, learning opportunities, etc. Students must submit a brief description of the proposed travel, participation, and budget to the Department Chair no less than three (3) weeks prior to travel domestically and seven (7) weeks prior to travel internationally. If you plan to request a travel advance, domestic travel forms must be submitted five (5) weeks prior to travel and nine (9) weeks prior to international travel.

Support for student travel will be approved by a majority vote of the tenure-line faculty based on the following criteria:

- (1) Intensity of Participation – the department will tend to favor conferences/presentations where students have an active role either in presenting research, serving as a discussant, conducting research, etc.
- (2) Distance and Costs – the department budgets approximately \$5000 to cover student travel in any given year. We anticipate award amounts to be based on distance/expenses incurred; awards will not, without justification and extenuating circumstances, exceed \$350 per student, per trip.
- (3) Other Funds – the department looks favorably on applications where the student has searched for and secured additional funds from other groups.
- (4) Students may apply for support for more than one trip during the academic year (July-June). The department will prioritize those requests from individuals who have not yet applied and received funds during any academic year.
- (5) These funds are not available to support Mock Trial or Model UN travel.

Travel support is currently only available for undergraduate, Political Science majors only. If awarded travel support, the student agrees to abide by all standard Cal Poly travel policies, including submitting pre-advance and reimbursement paperwork on the appropriate timeline through the appropriate channels, purchasing travel insurance where necessary, etc. By university policy, the department cannot book travel or rooms for students. Students are responsible for travel plans and expenses upfront.