The Linguistics Department encourages its doctoral students to present their work at conferences. This encouragement includes reimbursement to defray some of the cost of attending.

Eligibility

Any current, in-residence PhD student is eligible. Students who, at the time of the conference, are on leave or are not in residence (e.g., teaching elsewhere while completing a dissertation) are not eligible.

Eligible conferences include annual meetings, one-time events, workshops, etc.

To be eligible, the student must give a talk, present a poster, or speak as a formal discussant. Merely attending, interviewing, or chairing a session are insufficient.

Number of trips

A student in the last two years of his/her program is eligible for two reimbursed trips in each academic year. Third year students who have defended both generals papers and students beyond the fifth (or funded sixth) year who remain in the area, are making progress on a dissertation, and are actively seeking a job will also be eligible for two trips. Other students are typically eligible for one reimbursed trip per academic year.

A “trip” may include more than one conference. Reimbursement limits are per trip, not per conference. For academic year 2016-17, reimbursement limits per trip are $1000 for transportation and $400 for lodging. These limits are subject to change, and they are reviewed annually by the department.

The department has committed to fully funding one trip per student; funding for the second trip for eligible students is contingent on resources available.

Reimbursable expenses

Transportation, Registration, and Lodging are all reimbursable, subject to the following limitations:

(i) Maximum total reimbursement per trip is $1000.
(ii) Maximum reimbursement for lodging is $400.
(iii) Meals are not reimbursable, except for breakfast if it is normally included in the cost of a hotel room
(iv) Individual items under $10 are not covered (e.g., local bus fares).
(v) There is no reimbursement for mileage between home and airport, nor for airport parking. If you drive to a conference, however, that mileage is reimbursable.
(vi) Unreasonable, excessive or inappropriate expenses, such as undiscounted airfares, will not be reimbursed.

No other expenses are reimbursable. Non-reimbursable expenses include (but are not limited to) meals (except as above), photocopying, visas, etc.

**Other sources of funds**

A student with travel expenses that exceed the departmental limits should ask the faculty member(s) advising his/her research about the possibility of receiving additional funds from a grant or research allowance. Although not all faculty have grants or research allowances, some do, and they may be able to divert some money to this purpose.

Conference organizers, fellowship programs, and the home governments of international students are also sometimes sources of support for academic travel.

**Exceptions**

Requests for exceptions to any of these policies should be directed to the Department Head.

**Procedures**

Before you travel:
Complete the Linguistics Travel Grant Request Form (available at [http://people.umass.edu/scable/StudentTravelRequest.pdf](http://people.umass.edu/scable/StudentTravelRequest.pdf)) and register your travel ([https://travelregistry.umasscs.net/](https://travelregistry.umasscs.net/)).

After you travel:
Turn in all relevant receipts to the office manager. For an especially complex travel arrangement that is funded by more than one department or includes some grant funding, it is helpful if you itemize your receipts and explain in detail who is funding each expense.