



San José State
UNIVERSITY

**College of Social
Science**

Department of Economics

**One Washington Square
San Jose, CA 95192-0114**

Phone: (408) 924-5400

economics@sjsu.edu

Economics Student Travel Policy

The Economics Department is dedicated to providing support to students seeking to expand their academic experience by attending professional and academic conferences in related fields. Because the department has limited funds available, we ask that students complete an application that provides some relevant information in order to secure funding. If you are a currently enrolled student in the department, you may apply for support by sending an email to the department chair with the following information:

1- What funding have you already applied for elsewhere?

The student must apply for other funds first, if available. (Some conferences have discounted rates or very limited grad student funding) In the email requesting department support, the student should note where funding was applied for or if it was not available, and if granted, how much was awarded.

2- What is your role at the conference?

The student must have some defined role: presenter at a poster session or normal session, chairing a session, etc. 'Networking' is a necessary, but insufficient activity for department funding.

3- What is the significance of this conference to your professional life?

The student should describe why the attending the conference is important to his/her professional development.

4- The student must have a budget showing how the funds will be used.

The student may ask for all relevant and reasonable business expenses...but budget line items will be required to determine level of funding. Please be thrifty with department funds. Because our funds are limited, we may be unable to fund everything completely.

5- The student must have a faculty sponsor.

An email of support from the faculty member should be sent to the chair at the time of the student's application.

The level of funding is dependent upon the number of funding requests as well as the status of the department budget. Funding is NOT guaranteed. If funding is offered, the funding will be an amount up to which the student may be reimbursed for actual and reasonable expenses. Should the student have questions about what constitutes a reasonable expense, the department highly recommends a discussion with the Department Chair or Faculty Sponsor prior to incurring any expenses. Questions about reimbursement procedures should be directed to department staff.