DEPARTMENT OF ECONOMICS

Guidelines for Allocating Travel Funds to Ph.D. Students

1. There will be a Travel sub-committee of Administrative Committee of the Departmental Council composed of at least two appointed members of the Department of Economics. The appointments to the sub-committee will be made by the Chair and will take place at the beginning of each academic year. The Travel sub-committee in consultation with the Chair and Graduate Program Director will have the authority to allocate travel money to PhD students on the basis of applications. The Travel sub-committee will recommend to the department any reviews and/or revisions to the department's travel policy and allocate the travel funds among applicants.

2. The fiscal year for allocating travel funds in the Department of Economics is from 1st of May to the 30th of April.

3. The maximum amounts given in each category in any one fiscal year are:

   Paper presenters: $1500
   Poster presenters: $800
   Discussants, panel participants: $1000

4. Ph.D. students may apply for travel funds up to the **total** value of $1,500 over one fiscal year subject to departmental budget.

5. The applicants are required to seek funding from sources outside the Department (for example from the Ryerson International, YSGS, RSU and from the Faculty of Arts) before applying to the department.

6. **The Travel sub-committee will only consider applications before travel to a conference**.

7. Each application will be submitted to the Chair of the Department of Economics and will be accompanied by a) information on the conference and (if applicable) confirmation of acceptance of the paper, or, the invitation to participate on a panel, or to discuss a paper; b) an itemized budget. The travel fund will normally be used to help defray the following costs: travel, accommodation, meals, and registration fees. The rates must confirm to Ryerson's travel policy.

8. Recipients of travel funding must present a brief note to the Department Administrator and submit the appropriate paperwork soon after returning from conference travel.

9. The Travel sub-committee will report its allocations to the Department.

10. The Department Administrator will keep records of all travel applications.