

**American Political Science Association
APSA Annual Meeting
Travel Grant Policy – Updated October 2017**

APSA is pleased to provide travel grants to select scholars for attendance at the 2018 APSA Teaching and Learning Annual Meeting. A travel grant can cover the costs of travel to the meeting, such as lodging, transportation, and meals.

To be eligible for an APSA travel grant, you must:

- Maintain your APSA membership through the date of the Annual Meeting.
- Reside more than 30 miles from the Annual Meeting location. You are not eligible to receive a travel grant if you live within 30 miles of the Annual Meeting site.
- Submit **itemized receipts for all expenses**, an **APSA-provided expense form**, and your **attendance badge** as proof of attendance. APSA does not cover expenses submitted without an itemized receipt that includes all of the following information:
 - The name of the business.
 - The date on which a purchase was made.
 - The items purchased.
 - The price of each individual item.
 - The total amount of the bill.
 - The method of payment.
- Complete a W-8 BEN or W-9 and return it to APSA.
- Agree to submit your itemized receipts, expense form, and attendance badge to APSA by a date to be determined by association staff after the Annual Meeting concludes. If we do not receive your receipts by the deadline that APSA determines, you will lose access to reimbursement for your travel costs.

Full lists of costs covered by the travel grant:

- **Ticket and cab fare:** Economy bus, train, and plane tickets are covered by the travel grant. Annual Meeting related cab fare around the Annual Meeting site is also covered.
- **Mileage:** Mileage to the Annual Meeting is reimbursable with a document showing the distance of your trip, should you travel to the Annual Meeting by car. Mileage is reimbursable at the current IRS standard mileage of 54 cents per mile traveled.
 - APSA accepts printed directions from sites like MapQuest, Google Maps, Yahoo Maps, or Bing Maps as documentation of your mileage.
 - You must also show that your mileage is less than the cost of a flight. As proof, APSA accepts a printed copy of the cost of a flight to the Annual Meeting site on the day that you plan to travel.
- **Parking:** Your parking is covered if you drive to the Annual Meeting.
- **Hotels:** The costs of a stay in a hotel, hostel, or other rented lodging such as Airbnb during the Annual Meeting are covered by a travel grant.
- **Meals:** The costs of meals during the Annual Meeting are covered by a travel grant.

Unless a cost has been explicitly listed above, it is not covered by a travel grant.

Further, APSA travel grants do NOT cover the following costs:

- **Business or first-class tickets:** Business or first-class tickets for a train or plane are not covered.

- **Gasoline:** Receipts for gas are not accepted, if you travel to the Annual Meeting by car. For APSA to cover the costs of a car trip, you must provide your mileage to the Association using the instructions above.
- **Rental cars:** APSA does not reimburse receipts for rental cars driven to the Annual Meeting, or during the Annual Meeting.
- **Alcohol:** APSA does not reimburse receipts for alcoholic beverages.
- **APSA membership or Annual Meeting registration fees:** Your grant does not cover Association membership or registration for the Annual Meeting.

This grant money is reportable income, and treated as non-employment compensation by the IRS. To accept the award, you must complete and return a W-9 or W-8 BEN to APSA.

To receive the travel grant funds, you must submit **itemized receipts** for all expenses, your attendance badge, and an APSA-provided expense form.