

Department of Industrial and Systems Engineering

Policy on Graduate Student Travel to Conferences / Workshops / Seminars

Effective August 16, 2003

Funding graduate student travel and associated costs such as registration fees to events such as conferences, workshops and seminars is subject to this policy. The policy is designed to ensure equitable opportunities for graduate students while recognizing the budget limitations that always exist.

1. There is no restriction on attendance if all costs are funded by (a) a third party, (b) a research contract, (c) university monies under the jurisdiction of individual faculty members, (d) the student himself or herself, (e) other departments or entities within the university, or (f) a combination of the preceding. Note that items b and c are entirely up to the approval of the faculty member(s) responsible for the research contract or the individual funds. Note also that all travel outside of the US contiguous 48 states must be made with a pre-approved RAT (Request for Authority to Travel) form and all expenses that are vouchered through the university are subject to all university rules and restrictions. Further note that some research contracts place additional restrictions on travel and receipts.
2. Should a student desire that all or part of the expenses come from a common departmental account (that is, part of the regular department budget), the following apply:
 - a. All proposed travel must be approved and endorsed by the student's advisor or faculty mentor.
 - b. The student must concurrently apply for a travel grant through the Graduate School.
 - c. Events where the student is an elected or selected representative of the department and are in the mainstream of such events in our field, such as the IIE Doctoral Colloquium, the INFORMS Doctoral Colloquium or the Winter Simulation Doctoral Colloquium will be sponsored by the department subject to items a and b.
 - d. Other events where the student is presenting a paper or otherwise assuming a leadership role will be considered by the faculty in this order of priority:
 - i. Doctoral students graduating within 12 months.
 - ii. Doctoral students graduating within 2 years.
 - iii. Other doctoral students.
 - iv. Masters students.
 - e. A student will not be funded for more than one event per year except where the student fills multiple events under item c.

Please be advised that along with the list in item d, the faculty will consider the amount of additional funding that the student has for the event and how much the student is

requesting. Note also that all travel outside of the US contiguous 48 states must be made with a preapproved RAT (Request for Authority to Travel) form and all expenses that are vouchered through the university are subject to all university rules and restrictions. Finally, note that applying under item d especially will require a lead time to allow the faculty to convene and consider the request. In no cases will retroactive approval for funding be granted.