

## American Political Science Association TLC Travel Grant Policy – Updated September 2019

APSA is pleased to provide travel grants to select scholars for attendance at the 2020 Teaching and Learning Conference. A travel grant can cover 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 conclusion of the conference (February 2020).
- Reside more than 30 miles from the TLC location. You are not eligible to receive a travel grant if you live within 30 miles of the conference 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 when the 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 conclusion of the conference. If we do not receive your receipts by the pre-determined deadline, you will lose access to reimbursement for your travel costs.

### Full list of costs covered by a travel grant:

- **Ticket and cab fare:** Economy bus, train, and plane tickets are covered. Conference related cab fare around the site is also covered.
- **Mileage:** Mileage to the TLC is reimbursable with a document showing the distance of your trip, should you travel to the conference by car. Mileage is reimbursable at the current IRS standard mileage of 58 cents per mile traveled.
  - APSA accepts printed directions from sites like Google Maps as documentation of your mileage.
  - You must also show that the cost of your mileage is less than the cost of a flight. As proof, APSA requires documentation of the cost of a flight to the conference site on the dates you plan to travel.
- **Parking:** Your parking is covered if you drive to the TLC.
- **Hotels:** The cost of a stay in a hotel, hostel, or other rented lodging such as Airbnb during the TLC are covered by a travel grant.
- **Meals:** The cost of meals during the TLC 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 TLC 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 TLC or during the TLC.
- **Alcohol:** APSA does not reimburse receipts for alcoholic beverages.
- **APSA membership or TLC registration fees:** Your grant does not cover Association membership or registration for the conference.

This grant money is reportable income and treated as non-employment compensation by the IRS. To accept a travel grant, 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.