

**American Political Science Association APSA  
Annual Meeting  
Travel Grant Policy – Updated February 2019**

APSA is pleased to provide travel grants to select scholars for attendance at the 2019 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 conclusion of the Annual Meeting (September 2019).
- 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 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 Annual Meeting. 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. 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 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 Annual Meeting site on the dates you plan to travel.
- **Parking:** Your parking is covered if you drive to the Annual Meeting.
- **Hotels:** The cost 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 cost 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 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.