

School of Marketing and International Business
Academic Conference Travel Reimbursement Policy and Procedures for Doctoral Students

Effective Oct 1st, 2019

To the extent the School has available funds, doctoral students/candidates may request funding for travel to and from academic conferences that have national visibility.

Academic Conferences with National Visibility

American Marketing Association Summer Educator's Conference (Early-August)
American Marketing Association Winter Educator's Conference (Mid-February)
Association for Consumer Research, North America (Mid-October)
Academy of Marketing Science, Annual Conference (Mid- to late-May).

All conferences not listed above require approval of the Ph.D. Program Coordinator and the Chair of School.

Funding Levels and Limitations.

The Department will reimburse doctoral student travel up to a maximum of \$3000.00 for travel to academic conferences during their program of study. Doctoral students should manage their allocation carefully to ensure they get maximum effect. Qualifying expenses are:

- Conference registration fee (requires receipt and conference program).
- Room up to 50% of the rate at the conference hotel (requires receipt with \$0 balance).
- Roundtrip airfare from Stillwater (must use www.concursolutions.com in accordance with University Travel policy).
- Roundtrip shuttle bus fare (or other transportation services) from airport to the hotel (requires receipts).
- Per Diem

Limitations:

- During their doctoral program, students can only receive funding up to the maximum level.
- The \$3000 maximum does not include the Robert Mittelstaedt Doctoral Symposium (Nebraska) or the American Marketing Association (AMA)-Sheth Foundation Doctoral Consortium, which are paid for by the Department.
- Generally, funding is contingent on acceptance of a submitted manuscript to be published in the conference proceedings in either in its entirety or in abstract form. Submitted papers must include a faculty co-author who has approved of the submission in advance or have received approval from the Ph.D. Coordinator prior to initial submission.
- One of the trips should be the AMA Summer Educator's Conference when the candidate is on the job market. No paper is required for this conference. This is will be the last conference trip for which the candidate will receive reimbursement from the Department.

- Automatic funding only applies for travel to conferences in the 48 continental states plus the District of Columbia. Travel to international locations requires approval by the Ph.D. Coordinator and the Chair of the School of Marketing and International Business.

Other issues regarding travel funding.

- To keep conference fees to a minimum, students should buy student memberships in the relevant association and register for conferences by the early bird deadline. However, membership fees are not reimbursable.
- Students should apply for alternative funding. Many of the national conference associations have travel grant programs. The OSU GPSA also has a program for helping fund conference travel.

Process for obtaining travel funding

Obtain concurrence from your faculty co-author or permission from the Ph.D. Coordinator to submit your manuscript to the conference.

Upon receiving acceptance from the conference organizers or being notified that they will be traveling to the Nebraska Symposium or the Sheth Doctoral Consortium, doctoral students should complete and submit a travel request form available from the Department's unit assistant. A copy of the acceptance should be attached to the travel request form.

The travel request form should be submitted as early as possible since it will take time to get through the approval process.

You do not have to actually buy anything prior to submitting the travel request form. The unit assistant will verify that the student is within the funding limit, and obtain approval for the funding from the administrative chain of command.

Once the funding request is approved the student may make their necessary travel arrangements supplying the unit assistant with all required documentation for reimbursement. Receipts must be provided for all expenses except meals.

Posters

Expenses for printing posters or other displays for conferences is an *administrative expense*, not a travel expense. Reimbursement for poster expenses should proceed as follows:

- Posters should be printed internally through the Spears School of Business Marketing and Communications office. Allow reasonable lead-time for printing.
- For posters pertaining to faculty co-authored submissions, expenses should run through the faculty member. If external printing is used, regular University purchasing practices must be followed including filling out purchase orders and approval from the Chair.

- For posters pertaining to submissions not co-authored with Department Faculty, the student should work with the Ph.D. coordinator to identify printing services, get the purchase order completed, approved, and submitted.

If posters are printed and paid for by the student without prior approval, expense reimbursement will generally be impossible. Appeals for exceptions are submitted to the Chair of the School.