



Department of Criminology, Law and Society

Graduate Student Travel Funding

Application and Travel Procedures

Conferences present excellent opportunities to interact with colleagues from other institutions, to get feedback on your work, and to network as you prepare for your career beyond graduate school. The Department of Criminology, Law and Society is pleased to offer funding to support graduate students' travel to conferences to present their research.

In the past, average awards are between \$200 and \$600 and may be combined with other funding from the university. Students may request additional department funds if conferences are cost prohibitive and awards may be increased based on available funds.

APPLICATION PROCEDURES

Application Deadlines

- August 1 (for conferences/trainings/etc. that meet in September)
- September 1 (for conferences/trainings/etc. that meet October – December)
- December 1 (for conferences/trainings/etc. that meet January – March)
- March 1 (for conferences/trainings/etc. that meet April – June)

***Note that conferences/trainings/etc. that meet in July and August are now to be included in CLS Student Summer Scholarship applications.*

Application Materials

Submit completed “[CLS Graduate Student Travel Funding Application](#)” and required attachments to the Graduate Program Coordinator, Brielle Manovich, at bmanovic@gmu.edu by the relevant application deadline.

Awards Criteria

Students will be awarded travel funds based on available funding, the number of applicants, and the quality of the application materials. Applications will be evaluated in terms of the strength and clarity of the project, the potential the project will be completed once the conference is over, the likelihood the work could be published, and demonstrated need for funding. The highest scoring students will receive priority in funding. Please contact the Graduate Program Director, Dr. Allison Redlich, with any questions.

Additional Travel Funding

Students may combine these awards with other travel funding offered by the university or by faculty members.

TRAVEL PROCEDURES

Mason now uses the Mason Finance Gateway for all travel. Login access, training, and other resource documents can be found on the [Mason Finance Gateway](#) website and on the [CLS Graduate Student Travel Funding](#) page.

Before traveling, students whose total trip cost is expected to be more than \$1,000 must complete and have approved a travel authorization ***at least two weeks prior to your starting travel date.*** Students whose total trip cost is not expected to cost over \$1,000 should not submit a pre-authorization.

Upon completion of travel, students must submit for reimbursement in the Mason Finance Gateway within 60 days of traveling. Any travel reimbursement requests submitted more than 60 days after trip completion may be reported as income and included on your W-2 as required by IRS guidelines.

If you have questions during any step of the travel authorization/reimbursement process, please contact Brielle (bmanovic@gmu.edu) for assistance.