

APSA Doctoral Dissertation Research Improvement Grant

Conference Expense Funds Eligible Expenses

In addition to their grant funds, each DDRIG recipient has access to up to \$1000 to cover costs associated with attending and presenting your research at a conference. To be considered eligible, you must be presenting your work at the conference you plan to attend. These funds are provided on a reimbursement basis after the conference, subject to the guidelines below. If possible, please inform APSA ahead of the conference you intend to attend to confirm that this is a permitted use of funds.

This grant money is reportable income and treated as non-employment compensation by the IRS. To accept the award, APSA requires that **all recipients complete and return a W-9 OR W-8BEN tax form**. For APSA to disburse the funds, a completed ACH form is also required.

- [Form W-9](#)
- [Form W-8BEN](#) (for non-U.S. citizens)
- [ACH form](#)

Eligible expenses include (but are not limited to):

- Registration fees
- Economy bus, train, plane tickets and conference related cab (or rideshare) fare
- Mileage¹
- Hotels, hostel, or other rented lodging such as Airbnb
- Meals

Given the ongoing prevalence of virtual conferences, the following costs associated with virtual attendance are also considered eligible:

- Wi-Fi or internet connection fees
- Relevant hardware or software
- Auxiliary aids, and services for individuals with hearing or vision disability
- Childcare or elderly care

Expenses that are NOT eligible include (but are not limited to):

- Business or first-class tickets
- Rental cars
- Gasoline: Receipts for gas are not accepted. For APSA to cover the cost of a car trip to the conference, you must provide your mileage using the instructions above
- Alcohol

¹ Mileage to the conference is reimbursable with a document showing the distance of your trip, should you travel to the conference by car. Mileage is reimbursable at the IRS standard mileage of 58 cents per mile traveled. APSA accepts printed directions from sites like Google Maps as documentation. You must also demonstrate that the cost of your mileage is less than the cost of a flight. As proof, APSA accepts a printed copy of the cost of a flight to the conference city on the day you plan to travel.