Date: January 13, 2012

To: All Ph.D. students
From: Mark Flannery

FIRE Department Graduate Coordinator

Subject: Reimbursement for conference attendance

Attending national finance conferences will help students to broaden their knowledge, to meet professionals from other universities, and to become accustomed to the atmosphere. Having attended at least one conference before being on the job market, students have fewer new things to absorb at the same time they are job-seeking. To encourage Ph.D. students to attend national meetings we offer financial assistance. Unfortunately, the Department has a limited budget to help defray expenses. This budget is intended to prepare students for the job market, not to reimburse expenses when a student is actually on the job market.

Doctoral students have two sources of financial support from the Graduate School, described at [http://test.gradschool.ufl.edu/students/travel-support.html](http://test.gradschool.ufl.edu/students/travel-support.html).

1) The University’s Office of Research (form available at: [http://www.research.ufl.edu/researchsupport/research_support_docs/travel.pdf](http://www.research.ufl.edu/researchsupport/research_support_docs/travel.pdf)). These grants can be as much as $300, and require matching funds from the College or Department.

2) Graduate Student Council Travel Grants: ([http://www.mygatornet.com/graduate/UFSGC/GRANTS.html](http://www.mygatornet.com/graduate/UFSGC/GRANTS.html)). These grants cover one-half of your travel expenses, up to a maximum grant of $250. Deadline for application is the last day of the month two full months prior to the first day of travel (e.g. August 31 for a November trip).
In most cases, the Department must agree (in writing) to contribute toward the expenses of attending. Effectively, then, Department funds supplement those provided by the Grad School.

Which conferences should you attend? The WFAs and AFAs are very good conferences. The WFAs are a little more technical, but the quality of the presentations and discussions are probably the best of all the conferences. The FIRS conference has also gained a good reputation, and might be the best choice for people with certain research interests. The FMA program tends to be spotty: there are good papers (and tutorial sessions) on the program, but you have to seek them out. If you attend a random FMA session, you are likely to see three mediocre to bad papers. Consequently, you will learn a lot more from presentations at one of the other conferences.

Department travel grants will be extended so long as the funds are available. Travel, lodging, and meals for the AFAs or WFAs will be reimbursed up to a maximum of $425 per student. Travel, lodging, and meals for the FMAs will be reimbursed up to a maximum of $350 per student. This funding is intended to be only a part of your cost of attending the conference. Each student who is making good progress in the Ph.D. program may apply for money to attend two conferences during their UF career. You can “apply” for a reimbursement even if you have previously received two reimbursements, and we will consider each request on a case by case basis. If funds grow short, preference will be given to students presenting or discussing papers, over those wishing simply to attend the program. In addition, preference will be given to students who have secured additional funding (e.g. from DSR or GSC), to students who have not previously used a Departmental travel grant, and to more advanced students. Of course, all of these policies are subject to the availability of funding.

If you receive a reimbursement for a conference, you must make a short presentation (about 10 minutes long) at the Ph.D. pre-seminar about one of the sessions you attended, explaining the papers that you saw presented to the rest of the Ph.D. students.
If you wish to be reimbursed for a conference, please send an email to both me (Flannery@ufl.edu) and Donna (donna.rivera@warrington.ufl.edu) at least one month before the conference begins, including the following information:

(1) the conference you are attending, its location and dates

(2) whether you are presenting a paper, are discussing a paper, or are just attending

(3) a list of all past conferences for which you received a reimbursement from the finance Ph.D. budget or from a Grad School source

(4) a list of anticipated expenses, including any receipts that you already have such as for a conference registration fee, an airplane ticket, or the receipt for your hotel—providing as many receipts as possible before you attend the conference is important

Donna has the paperwork associated with what are reimbursable expenses. If you are contemplating going to a meeting, you might want to get the most recent form.