TO: PIER students  
From: David Klahr  
Subject: Travel Policy for PIER students  
Cc: Audrey Russo  
Date: April 2014

PIER will cover the following travel-related expenses for PIER Fellows¹.

1. **IES-Approved Education Research conference** All PIER Fellows must attend one IES-approved conference per year. IES strongly encourages fellows to attend either the fall or spring conference of the Society for Research on Educational Effectiveness (SREE)². IES is very likely to approve alternative *education research* conferences proposed by students, such as the American Educational Research Association (AERA) or the National Association for Research in Science Teaching (NARST). They may also approve travel to professional meetings that are less specifically focused on education research, (e.g., Cognitive Science, SRCD, APS, APA etc.)

However, all such travel must be pre-approved by the IES program officer. This requires a pre-approval process, in which:
   (a) PIER students submit the name of the conference and their level of participation (e.g., whether they are on the program, and if so, in what role) to Audrey Russo,
   (b) Audrey sends in the names to our program officer, and
   (c) we await approval from IES.

All PIER students beyond the first year are expected to submit a poster or presentation for whichever conference is approved in this category.

2. **“Initiation” into the world of Education Research** First year PIER students are strongly encouraged to attend the annual meeting of one of the major education organizations, even if they are not presenting a paper or poster (e.g., AERA, NARST, NCTM, etc.). The purpose of this “freebie” – in addition to the conference described in Paragraph 1, above, is to expose new PIER students to the annual meeting of a major education association as part of their acculturation to the national education scene. Students are encouraged to sample a wide variety of education research sessions at the meeting approved for this initiation.

3. **Participation in Other Meetings**. Provided you are presenting a poster or talk, conference support for other meetings is limited to 2 meetings per academic year, with no carryover from one year to the next. Per trip maximum coverage will not exceed $1,500. Many meetings should cost much less. Hotel rooms should be shared whenever possible. You are expected to use the lower-cost conference hotels at the conference rate (unless you can get a better price.) The general spirit of this policy is "the reasonable person hypothesis", i.e., that you will make an honest effort to minimize your travel expenses (perhaps by traveling in off peak hours), but you are not expected to take really inconvenient flights (like multiple legs where a direct flight is available). Note that the

¹ PIER is prohibited from covering travel expenses for PIER Associates.

² [http://www.sree.org/](http://www.sree.org/)
PIER Program Coordinator, Audrey Russo, must approve all travel, in advance and that travel beyond the US and Canada must ALSO be approved in advance by our IES Program Officer. Note that IES (and CMU) conform to the “Fly America Act”, in which US carriers must be used except in special cases (even if they are more expensive and/or slightly less convenient than foreign carriers.)³

4. **Job Search Networking Trip.** During a student’s final year prior to graduation, PIER will fund one trip to a conference for which the student is not presenting a paper. The goal here is to facilitate the student’s participation and networking at a conference that might be slightly divergent from the student’s primary area of education research, but that might yield fruitful connections in the job search process. As above, per trip maximum coverage will not exceed $1,500.

5. **Combining conference travel with other side trips.** Travel expenses will be covered up to the amount that the trip would have cost without the extra travel. Students should submit evidence of what that cost would have been (by submitting documentation of the cost of the direct trip without the extra travel).

6. **How to proceed.** To ensure that you are reimbursed as you expect to be, **it is important that you receive approval from Audrey Russo BEFORE you make any travel arrangements.** (Use attached Travel Expense Reimbursement form to submit expenses.) Neglecting to receive prior approval from Audrey (and IES in the case of International Travel), will put you at risk for not being reimbursed if it is decided that your expenses fall outside of the PIER travel policy.

**American Fly Act Clarification**

1. **Not allowed:** Booking a flight directly with Air France

2. **Allowed:** Booking a code-shared flight with an American air carrier that uses Air France (for example, you book with Delta and you see that the plane actually being used is from Air France).

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³ There are exceptions, but you’ll have to request them from IES (and you should consult the details of the act before you even try.) Just Google “Fly America Act” if you are interested.