

**ALBERTA SCHOOL OF BUSINESS PHD PROGRAM
POLICY FOR TRAVEL AND EXPENSE ACCOUNTS (TEA)
FOR BUSINESS PHD STUDENTS ADMITTED FALL 2020 AND BEYOND
(Revised August 13, 2026)**

Purpose of Policy

The Alberta School of Business PhD Program provides funding for the professional development of our PhD students because we believe it is an essential part of a doctoral program. Professional development includes participation at conferences, specialized educational seminars, and workshops. It also includes research expenses relevant to a student's program, including the purchase of specialized software. We fund professional development because it contributes to our mission, which is to educate high quality research scholars.

An important part of the work of a research scholar is attending and presenting at conferences where you discuss research with faculty and doctoral students from other schools. Such discussions can lead to future research and career opportunities. Therefore, we want to ensure that all students have the opportunity to gain this experience while in the doctoral program.

Some students may need to develop professionally relevant skills that are not part of the doctoral program in the Alberta School of Business. Professional development activities may be off or on-campus. GPS writing workshops or English Language Tutoring are examples of on-campus activities. Academic conferences or special workshops would be examples of off-campus professional development activities.

Some students need funding to conduct research. For instance, subjects in an experiment may need to be paid, surveys may need to be conducted, or data may need to be purchased. Similarly, some students use specialized software, such as NVivo or STATA, to conduct research. The costs for software vary – from free for statistical software R to over \$1,000 for an outright purchase. Annual licenses are available; several cost about \$100 per year.

The PhD Program wants to ensure that students have the tools required for doing their own independent research, especially their dissertations. All Business PhD students are provided with a laptop when they enter the program, and this laptop remains the property of the University of Alberta until the student graduates. All software required for research must be purchased through the U of A and installed on the provided laptop with approved encryption per Information Services and

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Technology (IST) and University of Alberta Policies and Procedures (UAPPOL).

This policy summarizes the support given by the PhD office for the professional development expenses of students starting the program in Fall 2020 and beyond. It incorporates some of the informal practices regarding professional development from past years and aims to ensure equity among students.

Core Principles

All doctoral students, regardless of specialization or faculty supervision, should attend some conferences as part of their doctoral education. This policy is designed to enhance consistency over time and across PhD Specializations.

There are many opportunities for professional development. The doctoral student and their supervisor are the most qualified to select the most relevant professional development activities.

The Alberta School of Business PhD Program seeks to place students in high quality academic positions. Therefore, we will allocate additional money so that each student can participate in the job market at one conference as agreed by the student, supervisor, and representative of the specialization.

The PhD Program is also subject to budgetary discipline, and must adhere to the University of Alberta Policies and Procedures, as set forth in [UAPPOL University of Alberta Policies and Procedures](#).

Travel and Expense Account (TEA)

Each student will have a Travel and Expense Account (TEA) with the Alberta School of Business PhD Program Office. This will be the source of funding under this policy. Effective April 1, 2020, students who begin the program in Fall 2020 and beyond will have up to \$1,500/year available for expenses related to travel or research. Subject to budget availability, up to \$500 of unspent funds from one year may be carried forward for use in the subsequent year.

Students will have access to travel and expense funding when they start the program. If a student does not start in the Fall term, the amount in their TEA in the first year will be prorated based on start date (Winter start TEA is \$1,000, Spring start TEA is \$500).

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Performance-Related Professional Development Awards

Students who publish in one of the [Top Journals in Business and Management](#), will receive an additional \$500 in their TEA account. The \$500 allocation is available for each publication in any of the Top 50 Journals. There is no limit on the number of performance-related awards that a student can win.

After the student successfully passes their candidacy exam (typically the end of their third year in the program), a one-time allocation of \$1500 for job market activities can be requested. These job market funds are in addition to the regular TEA funds and can only be accessed once. Job market funds cannot be used to fund research expenses, only travel for job market activities, such as attending a conference.

Limitations

Students must be registered full-time to access the TEA. Each student can normally spend no more than \$2,000 in an academic year from the TEA, pending budget availability for carry forward of \$500 of unspent funds from the previous year.

Exceptions to the \$2,000 maximum budget include:

- a) the year the student accesses their job market funds, raising their maximum to \$3,500 in that year of study; and
- b) students who receive the \$500 bonus allocation for publications may use those funds at any time.

The limit for English language tutoring is \$500.

These amounts are subject to periodic review with the Faculty General Manager and Vice Dean of the Alberta School of Business. There is NO CASH value for any TEA allocated funds, and students will not receive a cash payout at the end of their program.

Responsibilities of Student and Supervisor

The student and supervisor should plan the student's professional development activities together during the student's time in the program. These activities should be reviewed at least annually with the supervisory committee.

The student should prepare a funding request before travel is booked or any purchases made. All requests must be approved by the supervisor, and adhere to the University of Alberta Policies and Procedures for Travel and Expenses found in UAPPOL.

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The student and supervisor should inform PhD Program staff when the student will be on the job market. This declaration should be made as soon as possible in the calendar year so that funding for the job market conference can be committed in the appropriate fiscal year.

Responsibilities of PhD Program Staff

The PhD Program Coordinator will process travel claims for students or train the students to do so. All purchases that can be made in advance must be made using the PhD office credit card (or in some cases with Department credit cards), through arrangement with PhD office staff.

The PhD Program Coordinator will monitor the annual limit and inform students of their TEA balance at the beginning of each academic year, and after a claim is processed.

The Associate Dean will monitor the chosen professional development activities to ensure they are consistent with the vision and mission of the PhD Program. The Associate Dean will be supported by the PhD Policy Committee and the representatives of specializations in this task.

The Associate Dean will also provide general oversight of this policy.

Other Sources of Professional Development Funding

The Alberta School of Business PhD Program can only support a certain amount of professional development. Students should seek other sources of funding to support their activities, including their research supervisor, department chair, GPS, and the Graduate Students Association. Some conferences and professional associations offer support to doctoral students.

Software Alternatives

Software is often available at a discounted rate for students. The University negotiates discounts for software because it is a large buyer. Annual licenses may be most cost effective. Advantages of licenses are lower initial cost, greater flexibility to switch software, and periodic upgrades at renewal. Purchasing software provides stability in price and the user environment. Some software may be initially easier to use; these typically have higher prices. There are also levels of functionality from certain providers; doctoral students usually should choose faculty-level functionality to do faculty-level work.

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Other Sources of Funding

Students may be required to use certain software in their work as an apprentice to faculty members on research projects. Ideally, such software should be funded by the faculty from research grants or other sources.

Policy History

Approved by Business PhD Policy Committee 2020-April-09.

Revised 2021-09-28 to clarify carry-forward and reimbursement/payment procedure.

Revised 2025-01-02 to update duration of funding, GPS reference and links.

Revised 2026-08-13 to clarify limitations and update staff titles.