

Conference Begins: \_\_\_\_\_ and Ends: \_\_\_\_\_

# Conference Travel Grant Application

*Please complete this application completely and accurately. Shaded areas are for office use only.*

Personal Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

UCR SID#: \_\_\_\_\_ Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Street

City

State

ZIP

Degree in Progress: \_\_\_\_\_ Program/Subject: \_\_\_\_\_ Advisor: \_\_\_\_\_

Graduate Student at UCR as of: \_\_\_\_\_ Expected Graduation Year: \_\_\_\_\_

Conference Information

Conference Name: \_\_\_\_\_

Location: \_\_\_\_\_

City

State

Country

Type of Presentation: \_\_\_\_\_ (attending only, poster, paper, talk, performance)

Will you request financial support from other sources for this conference?  Yes

No

*Please list sources and amounts below. Include awards from advisors, departments, conference organizers, professional associations, etc. Also indicate the kind of award: fixed amount, matching grant, balance of expenses, etc.*

Sources: \_\_\_\_\_ Amounts: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*If you plan on requesting mileage, please fill out the Personal Vehicle Use Form before you leave for your conference.*

Last Name

First Name

**By your signature, you agree to all the terms of the GSA Conference Travel Grant Program and certify that the information provided on this application is accurate and complete to the best of your knowledge.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please read and follow the attached checklist prior to your conference. Further information, including forms and manuals, is available on our website at <http://www.gsa.ucr.edu/travelgrant>.**

This application form is dated August 23, 2016. Please ensure that this is the most current form. v.9-2016

Application #

iTravel #

Extensions: \_\_\_\_\_

Source of Award: \_\_\_\_\_ Award Amount: \_\_\_\_\_

# Conference Travel Grant Application Checklist

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**Please read carefully. Further information, including forms and manuals, is available on our website at <http://www.gsa.ucr.edu/travelgrant>.**

*\*Failure to follow these guidelines may result in your application's delay or denial.*

## Items to be submitted ***on or before the first day of the month prior to the conference month:***

- The Conference Travel Grant application filled out **completely** and signed.

## Items to be submitted ***before*** your conference begins:

- An **original, signed** verification letter from your faculty advisor, department graduate advisor, or department chair (see below).
- In addition, **if you are presenting:**
  - An abstract of your presentation with proof of first presenter.
  - Proof that you are presenting. This can be an acceptance letter from the conference organizers or a page from the conference program.
- An **original, signed** Personal Vehicle Use Form with department approval if you plan on requesting mileage.\*
- In special circumstances, an extension request for post-travel paperwork submission made in writing.\***

## Items to be submitted ***within seven business days after the end of your conference:***

*\*All documents, whether submitted by mail or in person, must reach the GSA front desk by the end of the 7 business days.*

*\*\*if you are unsure about a document, submit it!*

- A Conference Travel Grant Expense Request Form, filled out **completely** and signed, with **original receipts and boarding passes** for all conference related expenses. (*visit our website for more information on 'qualifying' expenses*)
- Your travel itinerary, even if you are not requesting reimbursement for travel expenses.
- Proof of participation. You can submit your conference badge, the original pamphlet/brochure, or request a letter to that effect when checking in at your conference.

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## **Verification Letter Guidelines**

*A simple form is available on our website. We require that a senior UCR faculty member (thesis/dissertation advisor, faculty advisor, department graduate advisor, or department chair) verify the following information in writing:*

- the applicant is a UCR graduate student in good standing
- attending the event is beneficial to the applicant's professional development
- in the case of presenters, proof of first presenter submitting research conducted at UCR
- whether or not the applicant has other sources of funding, and, if so, how much money the applicant can be expected to receive from those sources

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## **Submit Your Completed Applications and Supplemental Materials**

*\*All documents must be original. We do not accept email or fax submissions.*

### **By campus mail:**

Graduate Student Association  
Highlander Union Building, Room 203

### **By regular mail:**

University of California, Riverside  
900 University Avenue  
ATTN: Graduate Student Association  
Highlander Union Building, Room 203  
Riverside, CA 92521