GSA Conference Travel Grant Expense Request Form

Travel Information

Full Name: _____ UCR SID#: _____

Address: _____
Street City State ZIP

Name of Conference: _____

Conference Location: _____
City State Country

Purpose of Travel: _____

Trip Begins: _____ Trip Ends: _____
City State City State

Trip Begin Date: _____ Trip End Date: _____

Trip Begin Time: _____ Trip End Time: _____

Expenses

Please indicate below a description of each expense, whether the department paid, and the paid amount.
****GSA does not reimburse incidental expenses; visit our website for more info on 'qualifying' expenses***

Type of Expense	Description of Expense	Dept Paid	Amount
Airfare		☐	
Mileage		☐	
Other Transportation		☐	
Lodging		☐	
Registration		☐	
****Incidentals***	***Meals, Membership, Insurance, Abstract Fees, etc.***	☐	
	Total Expenses		$0.00

Please Explain Complicated Travel Details: _____
_____
_____

Other Awards

Please indicate below the source of your award (ex. department, advisor, etc.), a description of the award (ex. Fixed amount, balance of expenses, matching, etc.), and the award amount.

Source of Award	*Description of Award*	*Award Amount*
	Total Award Amounts	$0.00

****All attached receipts must be dated, itemized, and original. It must also show proof of payment and the vendor's information. All documents, whether submitted by mail or in person, must reach the GSA front desk by the end of the 7 business days after the conference end date. We do not accept email or fax submissions. For more information on post-travel paperwork and expenses, please visit our website at http://www.gsa.ucr.edu/travelgrant.***

I, the undersigned, do hereby testify that these expenses were submitted within 7 business days after my conference end date unless prior arrangements were made and approved by the committee chair and the expenses submitted represent my personal expenses. I have also read and understood all travel guidelines for my expenses and receipts. As indicated on my application, I will receive funding from other sources which are completely divulged here.

Signature: _____ ***Date:*** _____ ***Forward To:*** _____