

GSA CTG Application and Reimbursement Cheat Sheet

CTG Coordinator

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Pre- Conference

1. Submit the application to the GSA office no later than the deadline for your given conference month
 - a. Ex. If you are travelling in March, you must meet the deadline which is in February
 - i. This is done because we must:
 1. Alert departments of impending travelers
 2. Budget for said travelers
 3. Approve travel with the CTG Committee
 - b. *Late applications **cannot** be excepted*
 - c. Your confirmation email states all necessary steps and rules
 - i. Make sure to read through it very carefully!
 - d. There is no penalty for turning in an application for a conference that you don't end up attending, so when in doubt, just submit an application just in case.
2. Submit all necessary materials before travel commences
 - a. Proof of Acceptance
 - i. Generally an email received saying you will be presenting
 - b. Advisor Recommendation/ Letter of Support
 - i. Use our quick sign sheet or have your Advisor write their own
 - ii. Needs to address any outside funding
 - c. Copy of abstract
 - i. Even if your conference did not ask for one, you need to turn one in
 1. Be sure to list all authors and other pertinent information

Conference

1. Travel
 - a. SAVE ALL RECEIPTS... seriously!
 - b. Make sure all receipts are valid
 - i. It is easier to ask for reprints/corrections in person than after you get home
 - c. A receipt must show:
 1. Vendor name
 2. Itemized list of purchased items/services
 3. Total cost and total payment made
 4. Method of payment
 - a. Credit card, type of card, and last 4 digits

Post-Conference

1. Submit a completed expense form and submit **ALL** of your receipts
 - a. Expense form must be filled out in full
 - b. Now you can turn in all of the receipts you have!
 - i. Receipts must be affixed to a piece of paper
 - c. *You must submit to us a description of your travel if it is not directly to and from the conference*
 - i. University travel rules **REQUIRE** that any indirect travel be approved before travel commences. Please email us requesting this approval when you submit your application, otherwise you will be denied.

Reimbursement Process

1. Your application will be processed in the order it was received.
2. If you are getting external funding, the department to which your application is forwarded is the one that ultimately completes your travel and reimbursement
3. We cannot reimburse over 100%
 - a. This is why we need all receipts, *even those not covered by CTG's*
 - i. We do not cover food or incidentals, but forward these receipts to the necessary departments as part of your travel packet
4. Reimbursements generally take a month to fully process with accounting
5. Denials
 - a. Are sent if applications, forms, or receipts are incorrect, incomplete or misleading.
 - i. If you receive an email from us regarding your application, you **MUST** respond to it. These emails contain deadlines for additional materials. Ignoring these emails could result in a denial.

GSA Conference Travel Grants are a privilege, not a right. We must follow UC and UCR policies in addition to CTG specific policies that are put in place to prevent improper use of travel funds.

At any point in the process: preparing to apply, turning in materials, an issue arises, etc., please make sure to email us at GSAgrant@ucr.edu or call (951) 827-3141 for assistance. We are here to help and would rather work with you proactively regarding our processes as it gives us more options to assist you.