

# GSA Conference Travel Grant Reimbursement Guide

GSA is proud to support Graduate Students as they travel the world representing UCR. This guide is designed to help Graduate Students maximize their reimbursement by following the GSA Travel Grant Reimbursement guidelines as closely as possible.

## Section 1: Receipt Requirements

- Expense Request Form and receipts are due to the GSA Office no later than the **7th business day of the last day of the conference**. No exceptions. (Unless an extension was requested and granted by the Conference Travel Grant Coordinator prior to travel)
- **All receipts MUST be itemized. No exceptions.** A receipt is considered itemized when it shows all of the items that were charged and the cost of each item including tax and other fees or service charges.
- If a receipt is smaller than half of an 8 ½ x 11 sheet of paper, it must be taped to an 8 ½ x 11 sheet of paper. Avoid taping over printed information on a receipt, as the adhesive will disintegrate the ink, making it illegible and potentially unable to be reimbursed.
- In addition to showing the vendor name and the date of purchase, all receipts **MUST** show the \$ amount and method of payment.
- Any ambiguous or un-itemized receipts will not be reimbursed by GSA.

## Section 2: Allowable types of expenses

GSA covers expenses such as airfare, mileage associated with the use of a private vehicle, checked baggage fees, shuttles, taxis, parking, lodging, registration, etc., as long as the expenses are necessary and directly related to attending the conference.

### ***Transportation: Airfare/Personal Vehicle/Rental Vehicle***

- If traveling by air, the applicant must submit boarding passes and an itinerary from all flight(s). If no itinerary exists, please inform GSA of the approximate time of departure.
- If traveling by personal vehicle, the current mileage reimbursement rate is **\$0.58/mile**.
- A Google or Yahoo map showing the approximate miles driven is required.
- If traveling by rental car, a copy of the rental agreement is required. Fees such as insurance, GPS and upgrades are **not** reimbursable. Gasoline receipts may be submitted for reimbursement. Note: Only the person whose name appears on the rental agreement qualifies for reimbursement. Questions regarding the UC Vehicle Rental Agreements? Please visit the UCR Travel website @ <http://travel.ucr.edu>

### ***Lodging: Hotels/Airbnb***

- GSA will reimburse lodging expenses for the duration of the conference plus **one day before and one day after the conference**.
- Items such as optional hotel fees, internet use, phone calls, will not be reimbursed.
- An **itemized receipt** showing all hotel expenses and method of payment is required.
- If sharing a room amongst other travelers, each applicant must show proof of his/her own payment. **See Section 3: Splitting Costs with Other Travelers.**

### ***Conference Registration***

- GSA will reimburse conference registration fees.
- An itemized receipt showing that a payment was made for attending the conference is required.

- GSA does NOT reimburse membership costs to any organization, abstract or tuition fees for courses or extracurricular events offered at the conference.

### ***Registration/Accommodation Combination***

- If your conference combined both the registration and lodging fees, they do not need to be listed separately on the Expense Request Form.
- An itemized receipt is required.

### **Section 3: Splitting Costs with Other Travelers**

Many travelers split costs of large expenses (i.e. airfare, registration and lodging.) between two or more travelers.

**Splitting costs is not accepted unless you request a meeting with the Conference Travel Grant Coordinator and it is approved prior to your purchase.**

- To avoid complications and possible denial of your reimbursement request, **it is recommended that you make an appointment with the CTG Coordinator at least 2 weeks prior to your shared purchase.**
- Vehicle rentals and mileage reimbursements are not approved for shared expenses.
- Each person requesting reimbursement ***must*** submit proof of his/her payment for each shared expense. (bank statements and original itemized receipts)
- Checks and cash transactions between travelers are not allowed.

**If any of these procedures are not followed, GSA will only reimburse the person who made the purchase.**

### **Section 4: Expenses not covered by GSA**

- Meals, membership fees, passport fees imposed by the hotel, presentation materials (poster fees, abstract fees, test tubes etc.) copies, travel insurance, ticket changes due to traveler's request, phone calls, internet fees, and any other incidental fees.
- Any expense that will be reimbursed or paid ahead of time by the applicant's PI, department, or other outside funding.
- Expenses that are not directly related to the conference travel. (i.e. vacation, personal business, other department travel) **See Section 5: Special Circumstances.**

\*Note: If you are requesting funding by your department or Advisor/Chair/PI, it must be noted on the Application and Expense Form. GSA will then forward an award letter and original receipts to your department for processing.

\*Amount of funding by Conference Organizers or other outside source ***must*** be indicated on the expense form.

### **Section 4: Proof of Participation**

GSA requires that you submit proof of your participation in the conference. These are items that can only be procured by physically attending the event. Submit one of the following to GSA:

- Conference Badge: In most cases, the conference will provide you with a badge for identification while attending. Tape the conference badge to an 8 ½ x 11 sheet of paper.
- Conference Program: Front page of the program and, if possible, the page on which your name appears in the program.
- Letter from Conference Organizer: Letter must be signed and accompanied by an explanation of the letter writer's association with the event.

## Section 5: Special Circumstances

- If a conference coincides with a vacation, personal business or other departmental travel, the applicant is required to submit a **cost comparison** for the travel as if he/she would only be going to the conference. For instance, if attending a four- day conference abroad and then staying an additional week for leisure, the applicant must use an airline booking service (i.e. UCR Connexus, Expedia, Travelocity, etc.) and calculate at the same time of booking the costs as to what the flight would have been if only going to and from the conference without the additional travel destinations. The applicant should then print out a copy of the direct flight and submit this information when submitting their receipts for travel reimbursement to GSA upon his/her return.
- If you are not returning directly after your conference, you must receive written approval from the GSA Conference Travel Grant Coordinator prior to leaving. The CTG Coordinator will provide you with a new deadline to submit your receipts.
- If you are not returning directly after your conference, **DO NOT** mail the expense form and receipts to GSA. Prior to leaving, you must inform GSA and get approval to submit your receipts beyond the 7-business day requirement.

## Section 6: GSA Caps for Reimbursement

The amount of money that GSA will reimburse for a Conference Travel Grant depends on:

1. Whether or not the applicant is presenting or attending only
2. The geographic location of the conference.
3. Completion of expense request forms and receipts.

\*Travel Grant amounts are subject to change based on budget changes and other determining factors.

Maximum reimbursement amounts and other information about reimbursements can be found on the GSA website under Conference Travel. [www.gsa.ucr.edu](http://www.gsa.ucr.edu)