Conference Travel Grant Application Checklist

> *Please read carefully. Further information, including forms and manuals, are available on our website*
> *http://gsa.ucr.edu/ctg/*
> **Failure to follow any of 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 Online Conference Travel Grant application filled out **and SUBMITTED**. Link is on GSA website:
https://webportalapp.com/sp/login/ucalriverside_travelgrant

Items to be submitted *before* your conference begins:

☐ An online Letter of recommendation submitted by your faculty advisor, department graduate advisor, or department chair (see below).

☐ If you plan on requesting mileage for a conference over 300 miles from UCR, you must submit a flight comparison showing that driving to your conference did not incur the University additional monies. *gasoline expense is included in the current mileage reimbursement rate*

☐ **In special circumstances, you may request an extension for post-travel paperwork submission. In that case email the CTG Coordinator BEFORE LEAVING FOR THE CONFERENCE at: gsagrant@ucr.edu**

Items to be submitted *after* the conference:

*All documents must be sent to: gsaofficeassistant@gmail.com by the end of the 7 business days NO EXCEPTIONS.

☐ A Conference Travel Grant Expense Request Form, filled out **completely** and signed.

☐ All **original receipts and boarding passes** for all conference related expenses. *(visit our bylaws for more information on 'qualifying' expenses)* including those to be reimbursed by other sources.

☐ **Proof of attendance** (for attendees and presenters), such as conference badge, the original pamphlet/brochure, or request a letter to that effect when checking in at your conference.

☐ **Proof of Presentation** (for presenters), for example, the program of the conference in case the applicant is going to present a poster or talk at the conference, otherwise the applicant will be considered as an attendee and the travel expenses will be covered up to $300.

☐ **Proof of Acceptance** (for presenters), for example, the acceptance email for your paper / abstract or other documentation issued by the organization that certifies your acceptance to the conference.

☐ A Credit Card/Bank **Account Statement** or a copy of your **Account Activity**. It must contain the last four digits of your account, name and last name, and the amount of your expenses.

☐ Your travel itinerary, even if you are not requesting reimbursement for travel expenses.
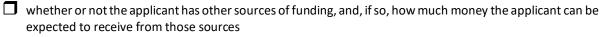

Verification Letter Guidelines

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 current 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

The online application system will send an email with the letter to the (thesis/dissertation advisor, faculty advisor, department graduate advisor, or department chair) so they may sign it digitally.