

# Conference Travel Grant Application Checklist

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**Please read carefully. Further information, including forms and manuals, are available on our website <http://gsa.ucr.edu/conference-travel-grants/>.**

*\*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: [gsa.ucr.edu](http://gsa.ucr.edu)

## 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).
- In addition, **if you are presenting:**
  - Proof that you are presenting. This can be an acceptance letter from the conference organizers or a page from the conference program.
- If you plan on requesting mileage for a conference over 200 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, an extension request for post-travel paperwork submission made in writing to the CTG Coordinator.\***

## Items to be submitted **by the seventh business days of the last day of your conference:**

*\*All documents, whether submitted by US mail, campus mail, or in person, must reach the GSA front desk by the end of the 7 business days NO EXCEPTIONS.*

*\*\*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 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
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**Expense Form & Receipts can be submitted via:**

**In person or by campus mail:**

Graduate Student Association  
Highlander Union Building, Room 203

GSA is not responsible for lost US Mail and/or  
mis-routed campus mail.

**In person or by regular mail:**

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