

# 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/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](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](mailto:gsagrant@ucr.edu)

## **Items to be submitted after the conference:**

*\*All documents must be sent to: [gsaofficeassistant@gmail.com](mailto: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), 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.
- 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.

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## **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.*