

# 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](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).
- 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 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, an extension request for post-travel paperwork submission made in writing to the CTG Coordinator **BEFORE LEAVING FOR THE CONFERENCE**

## 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.*

- 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 bylaws 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.

## **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.

## **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