

Conference Travel Grant Application Checklist

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

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 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** 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, a screen-shot of your presentation (if it's a virtual conference), or request a letter to that effect when checking in at your conference.

Verification Letter Guidelines (Letter of Recommendation)

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

Expense Form & Receipts can be submitted via email to:

GSAOFFICEASSISTANT@GMAIL.COM