Graduate Student Request For Travel Funds

VIS ARTS

Applications will be reviewed once a month and are due by the 15th. Applicants will be notified by the 1st of the following month. Please plan to submit requests at least two months prior to anticipated travel dates.

PURPOSE OF REQUESTED TRIP: ☐ **Travel**   ☐ **Research**   ☐ **Other**

If research: Must include copy of invite to conduct research or approval to use archive/library and a brief letter (e-mail of recommendation from advisor individuating support for funding and how it relates to thesis).

TRAVELER:

Name: _____

Visa Type: _____

Email Address: _____

Mailing Address: _____

Telephone Number: _____

TRIP:

Name of Conference: _____

Location Origin: _____   Destination: _____

Departure Date: _____   Return Date: _____

Airfare: _____

Please submit airfare itinerary, ticket(s,) and confirmation of payment – with prices – upon return from trip.

Maximum funding based on time zone: $500 (EST/AST), $350 (CTZ/including WA, OR, HI, AK), $250 (MST/PST), Mexico/Canada (follow time zones).

Personal/Rental Car License: _____

Round-trip Mileage: _____

Please submit printed map including estimated mileage. Log sheet is required if multiple destinations.

Comments: _____

_____

Approved: _____   Date: _____

Event #: _____   Funding Source: _____

(rev. 6 November 2013)

IMPORTANT NOTES:

- Travel funds are for MFA or PH.D students to present work at a conference or symposiums.
- Limit one grant funded per year, per a student on a first come first serve basis.
- Must include a 1 page request or proposal indicating purpose of trip in relation to student's research/thesis.
- Must provide copy of invitation to participate in conference or symposium.
- Documentation of expense estimates (Travelocity or other online quotes are acceptable but actual receipts must be turned in for final reimbursement)
- Travel funds cover transportation only – hotel charges are not covered.
- Transportation expenses shall be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip – http://www.ucop.edu/ucophome/policies/bfb/g28vii.pdf
- Reimbursement will not be processed until all required documentation is received by the department's Financial Coordinator and after student returns from travel.
- Please complete this insurance form and print insurance card before your travel event has taken place – UC Travel Insurance Form
  - o For more information, please visit: http://www.ucop.edu/risk-services/loss-prevention-control/travel-assistance/enrolling-in-uc-trip-insurance.html.
  - o Your Employee ID can be found on your pay stub by logging on At Your Service.