Graduate Student Request For Travel Funds

Applications will be reviewed bi-weekly. Plan to submit requests within **2 weeks** of invitation and at least **3 weeks** before travel departure 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 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 Event: _____

Conferences Registration Fees amount (if applicable): _____

Location Origin: _____   Destination: _____

Departure Date: _____   Return Date: _____

Airfare: (current estimate ok, if not purchased yet): _____

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: _____

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

Comments: _____

_____

Dept. USE ONLY

Approved: _____   Date: _____

Event #: _____   Funding Source: _____

(rev. August 2019)

Graduate Student Request For Travel Funds

Purpose: Travel funds are for MFA or PH.D students to present work at a conference, symposiums or significant exhibitions.

Criteria:

- Limit one grant funded per year (July 1-June 30), per a student on a first come first serve basis.
- Travel funds cover transportation only (flight, train, mileage if driving)
- 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 –https://policy.ucop.edu/doc/3420365/BFB-G-28

Request Materials:

- A 1 page request or proposal indicating purpose of trip in relation to student's research/thesis and the significance to the student's professional development.
- Must provide copy of invitation to participate in conference or symposium.
- If conference fees are required submit invoice of conference fee payment. (50% reimbursement may be approved) Annual membership fees are not allowable for reimbursement
- Request for travel to exhibitions must be accompanied by a written invitation and/or official press release from a recognized professional venue.
- Documentation of expense estimates (online quotes are acceptable but actual receipts must be turned in for final reimbursement). Packaged/bundled deals are not recommended unless company can provide a detailed receipt for the flight.

Process:

1. Submit request materials within **2 weeks** of invitation and at least **3 weeks** before travel departure dates to vis-grad@ucsd.edu, vis-mfadir@ucsd.edu, vis-phddir@ucsd.edu
2. Faculty Director reviews completed requests bi-weekly.
3. Notification from vis-grad@ucsd.edu
4. Complete insurance form and print insurance card before your travel event has taken place – https://blink.ucsd.edu/travel/before/insurance.html
   - For more information, please visit: https://www.ucop.edu/risk-services-travel/index.html
   - Your Employee ID can be found on your pay stub by logging on At Your Service.
5. Complete Student Certification for Business related travel- This certification must be completed by the student and certified by a UC San Diego faculty member/advisor. https://blink.ucsd.edu/_files/travel-tab/Student%20Certification%20for%20Business%2005.pdf
6. Original receipts with traveler name, total payment and payment method must be submitted to vis-grad@ucsd.edu and Financial Coordinator, Lawrenz Fortuno lfortuno@ucsd.edu for final reimbursement.
7. All receipts must be submitted within 10 business days from travel completion to the Financial Coordinator to begin reimbursement. This timeline is to meet the requirements for timely submission in support of the IRS regulations. Expenses submitted after the 10 days may be treated as taxable and reported on the employee's W-2.

(rev. August 2019)