

STEP ONE: TRAVEL GRANT PRE-APPROVAL APPLICATION

Travel Grant reimbursements are awarded on a competitive basis to students who have had a research-related abstract, paper, or project accepted for an oral or poster presentation at a regional, national, or international conference. A maximum of \$300 may be awarded per student for domestic travel and a maximum of \$500 may be awarded per student for international travel. A travel grant cannot be used to cover the cost of gas, prepaid packaged trips, meals, membership fees, or any other purchases not previously approved for reimbursement. One travel grant per student per academic year may be awarded. Travel Grants are reimbursement grants—you will need to arrange and purchase your own travel up front prior to your trip.

The Travel Grant Application is comprised of two parts:

- **Step one:** Pre-approval. Please submit the completed pre-approval application with all the required supporting documents at least 30 days prior to attending the conference. The Committee reviews pre-approval applications on a weekly basis. Submit your application and supporting documents in person to the URC-HASS office at A334 Murphy Hall or via e-mail at urhass@college.ucla.edu
- **Step two:** Reimbursement worksheet. You will receive a reimbursement worksheet from the URC if you are pre-approved. You will need to submit the reimbursement worksheet with all supporting documents within one week after your return from the conference. You must submit receipts (printed electronic versions are acceptable) with the reimbursement worksheet.

Please note:

- Pre-approval requests are not accepted during the month of June. You must submit pre-approval applications between July 1 and May 21.
- If your trip requires airfare, please be sure to submit a copy of your flight itinerary/registration confirmation email as proof of purchase. Note: it is important that your name, the amount paid, method of payment, and airline is included.

Pre-Approval Application Materials

Please attach the following materials to this application:

- Copy of your accepted abstract or paper
- Verification that your abstract/paper has been accepted for presentation
- Copy of your completed conference registration materials and cost
- A brief statement explaining why attending this conference will assist you in reaching your educational goals
- Transcript/DPR
- Estimate of expenses*, including:
 - Airfare \$ _____
 - Ground Transportation \$ _____
 - Conference Registration \$ _____
 - Mileage \$ _____
 - Lodging/Hotel Costs \$ _____
 - Other \$ _____

*See the Travel Grant Reimbursement Rules/Guidelines for more information about what expenses can be covered by the travel grant.

STUDENT INFORMATION

Date Submitted:

Name:

UID#: E-mail:

Phone: Expected Graduate Date:

Major:

Citizenship: US Citizen Permanent Resident Visa (type:)

CONFERENCE INFORMATION

Conference Name:

Conference Dates: From to

Conference Location (city, state, country):

I will participate in the conference by giving a(n) (please select one):

Oral Presentation Poster Presentation

Other (please explain):

The research was completed as part of (please select one):

99 Course 199/198/196 Research URFP URSP

Other* (please specify):

*NOTE: If you are part of a research program not listed here, please speak with your program representative about the availability of travel funds prior to submitting this form.

CONFERENCE FUNDING

Did you apply for a travel grant with the conference? Yes / No

Was the travel grant awarded? Yes / No

If so, how much was the award? \$

List any additional sources of travel funds, including any funds from your faculty mentor:

<input type="text"/>	Amount: \$	<input type="text"/>
<input type="text"/>	Amount: \$	<input type="text"/>

CONFERENCE TRAVEL FACULTY EVALUATION

Faculty Mentor: We do not have sufficient travel funds to meet the demands of all students requesting travel support. We ask that you please complete this form to assist us in the evaluation of the student's request for a travel reimbursement award.

Student's Name:

Conference Name:

1. How many quarters has the applicant conducted research with you?

2. How will the student benefit from participating in this conference?

3. What is the relative importance of this conference in comparison to other meetings?

4. Will you or others in your field attend this conference?

5. Do you have funds available to support the student with any travel expenses to the conference? If so, please indicate the amount.

6. Please provide any additional information that might assist in evaluating this student's application for travel funds.

Faculty Name:		Department:	
Phone:		E-mail:	

SIGNATURES	
<p>I have read and understand the attached travel reimbursement guidelines and will adhere to the UCLA Travel Accounting policies. All expenses in this report were incurred by the student seeking reimbursement, and reimbursement for these expenses will not be sought from other sources. The information provided in this application is accurate to the best of my knowledge.</p>	
<p>_____</p> <p>Student</p>	<p>_____</p> <p>Date</p>
<p>_____</p> <p>Faculty Research Mentor</p>	<p>_____</p> <p>Date</p>

OFFICE USE ONLY		
Application Approved: Y / N	Amount Approved: \$	Date:
Notes (if any):		
URC Director Signature:		