

## TRAVEL GRANT REIMBURSEMENT APPLICATION

Travel Grant reimbursements are awarded on a competitive basis to students who have had an abstract accepted for a poster or oral presentation at a regional, national, or international STEM conference. The research being presented does not need to have taken place at UCLA or at a UCLA-affiliated institution. All applicants must be current UCLA undergraduates at the time of application, conference participation, and one month after conference attendance.

### Application Materials

- ☐ Student Information Form
- ☐ Conference Information Form
- ☐ Faculty Evaluation Form
- ☐ Copy of the accepted abstract or paper with your name in the author line
- ☐ Verification that the abstract or paper has been accepted for presentation
- ☐ A brief statement explaining:
  1. why attending this conference will assist you in reaching your educational goals
  2. your expected expenses with an approximate cost (e.g. registration - \$200, etc.)
- ☐ Copy of your completed conference registration materials
- ☐ Copy of your unofficial transcript

Signatures	
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 UCLA student applying for 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.	
<div style="border-top: 1px solid black; text-align: center; margin-top: 5px;"><b>Student</b></div>	<div style="border-top: 1px solid black; text-align: center; margin-top: 5px;"><b>Date</b></div>
<div style="border-top: 1px solid black; text-align: center; margin-top: 5px;"><b>Faculty Research Mentor</b></div>	<div style="border-top: 1px solid black; text-align: center; margin-top: 5px;"><b>Date</b></div>

#### Application Guidelines:

- Accepted between July 1 – May 1 and must be submitted 4 weeks prior to the conference date.
- Not accepted between May - June.
- Must be submitted as hardcopies. Electronic submissions are not be accepted.
- Must be submitted by current UCLA students who will also be current students one month after conference attendance.
- Applicants are responsible for booking their own travel and payment.
- This is a reimbursement grant only. Funds are disbursed only after conference attendance and submission of required documents to the URC-Sciences Office.
- If approved, recipients must submit required documents within 7 business days of the last day of the conference.

#### Reimbursements

- A maximum of \$300 may be reimbursed per student for expenses outlined in the UCLA Travel & Entertainment Expense Guidelines.
- Reimbursements will be issued as a mailed check to the **current mailing address** listed on this application, within 3-4 weeks after submission of required documents to the URC-Sciences' Office.
- Allowable expenses include:
  - Airfare
  - Ground Transportation
  - Conference registration
  - Abstract submission fees
  - Mileage
  - Lodging
  - Miscellaneous travel-related expenses
- Expenses not eligible for reimbursement include:
  - Gas (gas costs are computed into the mileage reimbursement rate)
  - Prepaid packaged trips (combined airfare and hotels packages)
  - Meals and food purchases
  - Poster printing
  - Any other expenses not previously approved for reimbursement
- Reimbursements will not be processed until after your conference date and submission of required documents
- If you are sharing costs with another traveler, you must obtain a separate bill for your own individual expenses or you will not be reimbursed. Many hotels can be contacted in advance and advised to create separate bills for each occupant of a shared room.
- Third-party reimbursements are not permitted – you must be the payer on all receipts

#### Submission of Required Documents

- All documents must be submitted within 7 business days of the last conference date to the URC-Sciences Office
- Original, itemized receipts are required for all reimbursements and must include:
  - Date of purchase
  - Traveler's Name
  - Description of what was purchased
  - Total cost of purchase
  - Method of Payment
- Registration badge or other proof of conference attendance
- A photocopy of the credit or debit card used for payment. Photocopies can be made at the URC-Sciences' Office.

<b><u>Student Information Form</u></b>	
Name:	
UID:	Date of Birth:
Email:	
Phone:	Expected Graduation Date:
Major (1):	Major (2):
Minor (1):	Minor (2)
Current Mailing Address:	
Permanent Mailing Address:	
Are you currently a UCLA Student Worker? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Faculty Research Mentor Name:	
Faculty Research Mentor Department:	
Faculty Research Mentor Email:	
Citizenship: <input type="checkbox"/> US Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Visa: Type _____ <input type="checkbox"/> Other: _____	

## Conference Information Form

Conference Name:

Conference Dates:

Conference Location:

I will participate in the conference by (select one):

- ☐ Poster Presentation
- ☐ Oral Presentation
- ☐ Other: \_\_\_\_\_

My research was completed as part of (mark all that apply):

- ☐ SRP-99 Course
- ☐ 196/198/199 Course
- ☐ Volunteer
- ☐ Paid Lab Work
- ☐ Undergraduate Research Fellows Program (URFP)
- ☐ Undergraduate Research Scholars Program (URSP)
- ☐ Amgen Scholars Program
- ☐ \*Other: \_\_\_\_\_

\*If you are part of a research program not listed here, please consult with your program representative about the availability of travel funds prior to submitting this application.

### Funding

Did you apply for travel funding with the conference?

- ☐ Yes
- ☐ No
- ☐ None Available

If you did apply for travel funding, did you receive it?

- ☐ Yes, I received an award of: \$ \_\_\_\_\_
- ☐ No

If applicable, list any other sources of travel funding you have received and award amount:

### OFFICE USE ONLY

Application Approved: Y / N

Amount Approved: \$

Date of Approval:

URC-Sciences Director Signature:

Notes:

## Faculty Evaluation Form

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

Student's Name:

Conference Name:

Faculty Name:

Faculty Department:

Phone:

Email:

1. How many quarters has the student 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 other members of your lab/group attend this conference?

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

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

Faculty Mentor Signature: