

UCSB ACADEMIC SENATE
DOCTORAL STUDENT TRAVEL GRANTS POLICY

Allocation of funds are governed by the Graduate Council and University
Regulations <http://senate.ucsb.edu/grants>

Eligibility (No Exceptions)

- A. Applicant must be a doctoral student and have advanced to candidacy, or if a Master of Fine Arts (M.F.A.) student, must be in their second year and be in candidacy prior to travel. (Faculty recommendation letter must confirm the M.F.A. candidacy status information).
- B. The conference must be an important one to the discipline; preference will be given to travel associated with potential academic employment. (Faculty letters should include information about the professional importance of the conference).
- C. Applicant must be invited or selected to present a paper, present research, perform or exhibit at a major professional conference or meeting. (Proof of invitation or selection of the applicant for presentation or performance must be provided with the application materials).
- D. Applicant must be a currently registered graduate student or on an approved leave of absence.
- E. A graduate student may receive two in-person Graduate Student Travel Grants, one of which may be used for international travel, during the course of their graduate studies at UCSB.
- F. A student who receives a grant for a virtual conference will still be eligible to receive two grants for in-person conferences. Virtual travel grants can cover conference registration fees only.
- G. Students in a joint doctoral program (Geography joint program with SDSU or History joint program with CSUS) may be eligible for consideration of up to 50% of the grant funding amount available to UCSB graduate students.

Application Procedures

- A. Application with all supporting materials must be received by the Academic Senate at least 21 days prior to travel.
- B. Any travel other than a direct route from Santa Barbara or Los Angeles to the conference location must be approved by the Academic Senate prior to departure.
- C. Expense reports for approved travel must be submitted in Concur within 10 days of completion of the trip. Travel award funds will not be held in reserve for late Expense Reports.

Reimbursement Procedures

- A. Evidence of conference participation: Travelers are required to provide evidence of their

presentation at the conference before reimbursement will be made. A copy of the conference schedule that lists the student's presentation, a picture of name badge, or a certificate of participation is to be included with the Expense Report. This can be appended to an existing receipt.

- B. Receipts and vouchers: The applicant is responsible for timely submission of the Expense Report covered by the award. The Academic Senate must approve the Expense Report (along with appropriate departmental approvers) before final Accounting review, approval, and payment. Receipts and expenditures must be in accordance with University policy. Expense Reports that do not attach appropriate receipts or the evidence of participation will not be accepted by the Academic Senate.

Award Terms

- A. Award expiration: If an applicant is unable to use funds, or does not submit an Expense Report appropriate for reimbursement within 45 days, the funds will be released for use by other applicants.
- B. Award amount, allowable expenditures: Any portion of an award not expended for airfare/ground transportation may be applied toward reimbursement of actual hotel, conference registration, or meal costs that are documented by original receipts. An Expense Report with all receipts must be submitted in Concur within 10 days of completion of the trip.

Maximum funding is as follows:

- \$250 Virtual
- \$450 California
- \$900 All other U.S. locations, Mexico, Canada, Puerto Rico
- \$1,500 Asia, Africa, Caribbean, Central or South America, Europe, South Pacific