

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 his/her 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 only one Graduate Student Travel Grant during the course of his/her graduate studies at UCSB.
- F. Students in joint doctoral programs may be eligible for consideration of up to 50% of the grant funding amount available to UCSB graduate students.
- G. Because the Doctoral Student Travel Grant program is supported by state funds, the Senate must maintain compliance with Restricted Travel Law AB 1887, which prohibits state-funded travel to certain states.

**Application Procedures**

- A. Application with all supporting materials must be received in the Academic Senate office 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. Travel vouchers and original receipts for approved travel must be submitted to the Academic Senate within 10 days of completion of the trip. Travel award funds will not be held in reserve for late vouchers.

**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 or a certificate of participation is to be included with the travel voucher forms.
- B. Travel advances: Advances may be requested by the student's department but the request must follow travel accounting policies. The advance request must be signed by the appropriate departmental approver before it will be signed by the Academic Senate.

Advances that are not cleared within the required time period due to lack of proper receipts or documentation will be charged as a cost to the applicant's department.

- C. Receipts and vouchers: The applicant's department is responsible for timely submission of all travel vouchers covered by the award. The hard copy prints of the online vouchers, with receipts and backup attached, must be sent first to the Academic Senate Office for approval, and the vouchers will be forwarded to Accounting for payment after approval. Receipts and expenditures must be in accordance with University policy. Travel vouchers 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 a voucher 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. Travel vouchers and all receipts must be submitted to the Academic Senate Office within 10 days of completion of the trip.

Maximum funding is as follows:

- \$400 California
- \$900 All other U.S. locations (except those restricted by [AB 1887](#)), Mexico, Canada
- \$1,350 Puerto Rico, Europe
- \$1,400 Central or South America
- \$1,600 Asia, Africa, Middle East, South Pacific