



2016-2017 Travel Award Instructions and Application

Background:

The Graduate Assembly (GA) recognizes that many of our graduate students are at the forefront in their studies. A well-rounded graduate student's education often requires students to attend conferences and/or seminars not only on the campus of UC Berkeley, but also nationally and/or internationally. For this reason the GA has created the Travel Award to be used exclusively to help fund graduate students' travel needs to conferences outside of the Bay Area. Funding is not available for non-presenters or for dependent care expenses. Students are selected by lottery and the award is given in the form of a reimbursement, which **MUST** be filed within 30 days of travel. Any winners of the travel award may only receive this award once every two years.

In addition to the Graduate Assembly Travel Award, graduate students seeking a Ph.D. that have advanced to candidacy may also apply to the Graduate Division's Conference Travel Grant. For further information on the Graduate Division's Conference Travel Grant, please visit the Graduate Division website at: <http://grad.berkeley.edu/financial/deadlines.shtml>.

ELIGIBILITY:

- Currently registered full-time UCB graduate student (must provide proof of school registration upon request)
 - If the conference is held in the summer, the student must have been registered as a full-time graduate student during the previous semester and plan to return as a grad student in the upcoming fall
- Presenting at a conference outside the SF Bay Area .
- Graduate student who has not been awarded a Travel Award by the Graduate Assembly in the past 2 academic years.

How Do I Apply For A Travel Award?

Complete and submit the original application (page 3) to the Graduate Assembly in person no later than 5pm for fall or spring and no later than 3pm for summer on the deadlines below (fax, email, and mail are not accepted).

Deadlines And Conference Time Line

| <u>ROUND</u> | <u>APPLICATION DEADLINES</u> | <u>CONFERENCE TRAVEL DATES</u> | <u>NOTIFICATION DATES</u> | <u>RECEIPTS DUE</u> |
|--------------|------------------------------|--------------------------------|---------------------------|---------------------------|
| Fall 2016 | August 22, 2016 | Sep 1 – Jan 31, 2017 | Aug 29, 2016 | 30 days after travel date |
| Spring 2017 | January 19, 2017 | Feb 1 – April 30, 2017 | Jan 26, 2017 | 30 days after travel date |
| Summer 2017 | April 20, 2017 | May 1 – Aug 31, 2017 | April 27, 2017 | 30 days after travel date |



2016-2017 TRAVEL AWARD POLICIES

Awards:

An applicant can only receive a travel award of **up to \$300 once every two years**. If an applicant does not receive funding, the applicant may re-apply for funding in future rounds. All applicants receive an email notification of the awardees. Awardees are required to read and agree to the Travel Award terms. To accept the Travel Award, awardees are required to respond to the notification email with the text "AGREED" in addition to the awardee's first and last name.

Approved Expenses:

- Conference registration fees.
- Food (only for the person traveling, in destination city).
 - No alcoholic beverages. If alcohol is purchased, you **MUST** request the vendor to print separate receipts.
 - Maximum \$64/day for travel lasting 1-29 days.
- Lodging (in the destination city).
- Travel costs (to and from the destination city only AND/OR to and from the airport to the conference site/hotel).
- Airline tickets (Retain your boarding passes, itinerary confirmation, and payment confirmation).
- Gas/Mileage (Original gas receipt or 58.5 cent per mile for private automobile. Must include map showing distance traveled).

Other Rules and Regulations:

1. Canceled Conferences
 - a. If a conference for which a Travel Award was given is canceled, the student must contact the GA immediately. Canceled conferences will not receive funding and the Travel Award will be rescinded. The student is eligible to reapply for a Travel Award in future rounds.
2. Changing Conferences
 - a. If a student who was granted a Travel Award chooses not to attend the conference listed on his/her Travel Award application, even if the student attends another conference, his/her Travel Award will be revoked. The student is eligible to apply for a Travel Award in future rounds for a conference that will take place during the respective conference time line.

How To File For Reimbursement Once Travel Is Completed:

- Submit the Expenditure Reimbursement Form (ERF) within 30 days of your travel or you will be denied reimbursement. The ERF form may be found in the award notification e-mail or at the GA (Eshleman Hall).
- Attach the following documents to the Expenditure Reimbursement Form (ERF):
 - ORIGINAL Conference Program with your name and presentation highlighted.
 - ORIGINAL, ITEMIZED receipts - pictures of receipts will not be accepted.
 - Credit card statements showing that expenses have been paid in full if hard copy receipts are unavailable.
 - Online receipts must display the last four digits of your credit card as proof of payment.
 - If requesting airline reimbursement, include original boarding passes and/or airline itinerary.



2016-2017 TRAVEL AWARD APPLICATION

Conference Information:

Conference Title: _____

Conference Date: _____

Conference Location: _____

Departure Date: _____ Return Date: _____

Presentation Title: _____

Student Information:

 Student's Name

 Department

 Email Address (**REQUIRED**)

 Phone Number

 Student's Signature (**REQUIRED**)

 Date (**REQUIRED**)

1) Did you receive a Travel Award from GA in the last two years? YES NO

Faculty Advisor Information: *This section must be completed & signed by your faculty advisor.*

 Faculty Advisor's Name

 Department

 Phone Number

 Email Address

 Faculty Advisor's Signature (**REQUIRED**)

 Date