

TO: PhD students
FROM: Daisuke Miyao, Director of Doctoral Studies
RE: Conference Travel and Research Travel Funds 2019-2020

Each year the Department sets aside a limited number of funds to support graduate students who wish to travel to academic conferences where they are presenting papers or who need to travel for research purposes to libraries outside the University of California system (for research travel within the UC system, please contact the Financial Manager for the funding details). Each student is able to apply for up to a maximum \$2,000 during their time in the PhD Program. These funds are available to students who are currently enrolled in the program **and within their normative time. Completed applications, along with all required attachments, must be submitted to the GRADUATE OFFICE two weeks prior to your trip.** If you have any questions about completion of the application and/or proper use of funds, please see the Graduate Coordinator before completing the application. This application should be used for conference/research travel requests being filed between July 1, 2019 and June 30, 2020.

For both **CONFERENCE FUNDING** and **RESEARCH TRAVEL FUNDING** (for research destinations outside of the UC system), you must complete the Literature application and the UCSD "Student Certification for Business-Related Travel".

The funds can be used to help pay for:

- City-to-city transportation (airfare, train, mileage reimbursement if you drive your own vehicle)
- Specific ground transportation for minor travel needs (home-to-airport, airport-to-hotel, hotel-to-conference, etc.). This must be a formal type of ground transportation with receipts (taxi, airport shuttle, Uber, Lyft, subway).
- Formal lodging (hotel only)
- Conference registration fees

Funds cannot be used for informal lodging (room rental, hostel, etc.), rental car, food or supplies.

Along with your request, you must attach

- Clear, itemized receipts (showing your method of payment) for all reimbursements you are requesting. (For ground transportation, you must submit those receipts to the department immediately upon your return.)
- For airfare, we also need a copy of your flight itinerary.
- If you drove your own vehicle and are getting a mileage reimbursement (based on a university-set rate), we need your starting address and the address of the conference location.
- For **CONFERENCE FUNDING**, you also need to attach the letter from the session/conference organizer accepting your paper and officially inviting you to present your work (or a copy of the conference agenda showing your name and UCSD affiliation).

Policy Guidelines:

- You must apply for reimbursement (and be approved) prior to your trip. The department application form and UCSD's "Student Verification of Business-Related Travel" form should be filled out and turned in to the Graduate Coordinator (LIT 115) at least **two weeks before your trip.**
- **Funds are to be used during normative time only; no funding after the 6th year will be approved.**
- Funds must be used for conference or research travel only and cannot be combined with any other activity (vacation, for example). You must return to UCSD immediately after the conference/research to qualify for the reimbursement.
- Graduate student institutes may count as conferences for travel reimbursement purposes if and only if they include student presentation of their own research *and* a formal Q&A or feedback component.
- For ground transportation costs, you will estimate your costs and request the amount you plan to need. The amount you enter, once approved, will be the maximum amount reimbursed once receipts are submitted (after the travel is complete). If the total of the receipts is less than the original estimate, only the total of the receipts will be reimbursed.
- Funds are available in the form of reimbursement after travel has been completed; no advance funds are available.

UNIVERSITY OF CALIFORNIA
Literature Department Application
Conference Travel or Research Travel Funds
July 1, 2019 – June 30, 2020

(Complete application – with all required attachments – must be submitted to the
Graduate Coordinator at least two weeks prior to your trip.)

Name: _____ PID #: _____ Section: _____

Destination: _____ Travel Dates: _____ to _____
(if applicable) (begin) (end)

Travel Purpose: Conference Research

Conference Title/Research Description: _____

City-to-city Transportation Type

Airfare Train Own vehicle Other: _____

Cost of pre-paid ticket (airfare, train ticket, etc.): \$ _____

Cost of mileage reimbursement (calculated by Dept): \$ _____

Ground Transportation Type

Taxi Airport shuttle Uber/Lyft Subway Other: _____

Estimated cost (maximum that will be reimbursed once receipts are received): \$ _____

Formal Lodging

Hotel name: _____ Number of nights: _____

Cost of pre-paid hotel: \$ _____

Conference Registration Fee

Paid to: _____ Cost of registration fee: \$ _____

My signature on this application indicates my understanding of all policy guidelines, **and I certify that I do not have alternate financial support for this project.**

Signature: _____ Date: _____

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Funds received in 2019-20: _____

Approved

Denied

Total funds received to date: _____

Director of Doctoral Studies

Advanced to Candidacy? YES NO

Date

TOTAL APPROVED
(maximum)