

UCLA Department of Anthropology Conference Funding Application

Applications: Accepted on a rolling basis but MUST BE FILED AT LEAST THREE WEEKS BEFORE THE CONFERENCE DATE for consideration. When presenting a joint paper/poster, the student must be the primary author in order to be reimbursed. Funding is prioritized for conferences; if you are requesting funding to attend a workshop you must include a copy of the workshop invitation and a one-page statement explaining how the workshop will be essential for and beneficial to your research.

The Graduate Division provides each new and continuing doctoral student up to \$1,000 total reimbursement that can be used, in whole or in part, at any time through the student's seventh year of enrollment in the doctoral program. In contrast to Anthropology Department funding (which is limited to airfare or equivalent primary travel expense), Grad Division funding can be used for a variety of travel expenses, including lodging and conference registration. NOTE: Duplicate funding is not permitted

Details on the Grad Division travel grants program are at <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/doctoral-student-travel-grants/>.

Eligibility: Students are eligible for funding for transportation (excluding taxi and shuttle expenses) to ONE legitimate academic conference per academic year (July 1 to June 30; subject to department funding capacities—first come, first served).

Amount: Award Limits are up to a maximum of \$500 for domestic conference travel and \$800 for international travel. To maximize department funding, all travel should originate in the metropolitan Los Angeles area.

Verification of Expense(s) for Departmental Conference Grant

Only **ORIGINAL** receipts will be accepted. Receipts must be accompanied by the Reimbursement/Payment request form and if personal vehicle is used, the Mileage Expense report is also required. The grant will be disbursed only after travel has been completed.

Airlines:

- Transactions must include the student's name, dates of travel, destination, amount and method of payment, which should be paid directly by the student.
- Baggage fees are allowable if the airline charges for the first checked bag. Charges for additional checked bags are not covered.
- Transportation combined with lodging as a package deal cannot be reimbursed, unless the vendor provides a breakdown of all expenses and applicable taxes.

Ground Transportation:

- The Mileage Expense report must be submitted if a personal vehicle is used.
- A printout from Google Maps is required for each destination.
- The amount claimed cannot exceed the cost of airfare to the travel destination. The student must be the driver of the vehicle, and when two or more persons share a vehicle, only the driver can claim the reimbursement for mileage.

Submission of Receipts

1. If a receipt is smaller than 8 ½" by 11", please tape it to an 8 ½" by 11" piece of paper.
2. Each page must include the student's name and university ID number.
3. Reimbursement/Payment form.

CONFERENCE TRAVEL APPLICATION

Name of student: _____ UID: _____

Year in Program: _____ ATC date: _____

Transportation costs:

Conference:

Name of conference:

Location/date of conference _____ Dates: _____

____ Copy of your paper/poster abstract

____ Copy of the confirmation that your paper/poster has been accepted for the conference (invitation letter, copy of the preliminary program showing your name)

Workshop:

Name of Workshop:

____ Copy of the workshop invitation

____ one-page statement explaining how the workshop will be essential for and beneficial to your research.

Applicant: By submitting this application, you are certifying that you have not applied for, and do not intend to seek, Graduate Division funding for the principal travel expense that is listed in this application. Should a subsequent audit reveal that you have received funding from both the Graduate Division and the Department of Anthropology for the same expense (e.g., the purchase of the same airline ticket, etc.), you will be required to refund to the Department of Anthropology the amount provided to you, and will thereafter be ineligible for any future travel support from the Department."

Applicant signature _____ Date _____

Committee chair: Your student has applied for conference funding; please sign below as an acknowledgement of the student's good standing in the program and to certify that the student will accrue professional benefit from participating in the conference or a workshop.

Signature of committee chair _____ Date _____

Name of committee chair (printed) _____

For Office Use Only:

Approved Denied Date: _____ Signature: _____