



**Graduate Students' Association  
Policy for Awarding Conference Travel Funds**

\*\*\* Application Due TEN BUSINESS DAYS BEFORE the start of travel. \*\*\*

**PURPOSE**

GSA Conference Travel Funds are intended to aid in the professional development of GSA members who seek to attend conferences.

**CONFERENCE DEFINITION**

A conference for the purpose of funding is defined as a scientific or professional meeting where graduate students, post-doctoral fellows, researchers, professionals and faculty share knowledge through information sessions, including but not exclusively, talks, roundtables and poster sessions. A conference also may allow students an opportunity to present information on research conducted while at UCSF. Funding priority is given to students who are presenting. Training courses (i.e., events that focus on training or education) do not meet the definition of a conference for the purpose of GSA Conference Travel Funds.

**ELIGIBILITY**

Please keep in mind that **even if applicants meet all of the below criteria for funding, they are NOT ENTITLED to a GSA conference travel award.** The eligibility criteria (below) and award guidelines are intended to enable the GSA to distribute the available funds in an equitable and timely manner.

- Applicants must be currently registered UCSF students who will pay GSA membership fees during the quarter in which the conference occurs.
- Applicants may not receive more than one award per fiscal year (July 1-June 30), and are urged to apply as early as possible, no later than TEN BUSINESS days before the start of travel.
- **NO LATE APPLICATIONS WILL BE ACCEPTED**

**GUIDELINES FOR AWARDING FUNDS**

Priority (not eligibility) for individual awards will be determined as follows.

- 1) Students in their first year of study are eligible for \$200. For each additional academic year of graduate study, students are allotted \$100, up to a maximum of \$700.

<u>Years Fees Paid</u>	<u>Cumulative Career Allotment Priority (CCAP)</u>
1	\$200
2	\$300
3	\$400
4	\$500
5	\$600
6 and >6	\$700

- 2) If sufficient funds are not available to meet CCAP priority, the following criteria will apply:
  - a) Higher priority will be given to those presenting.
  - b) Among equal priority applicants, earlier submitted complete applications will receive higher priority.
- 3) If several applicants are applying to attend the same conference, the total amount of funding provided to all students combined will be no more than 50% of the total conference travel budget available in any one quarter.

## APPLICATION PROCEDURE

- complete application (both sides)
- application must have all required signatures
- submit a complete application no later than **TEN BUSINESS DAYS BEFORE the start of travel**
- submit a complete application to the **Graduate Students' Association (GSA)** office by mail, fax or deliver to 108 Millberry Union West (Parnassus)
- late or incomplete applications will not be considered or accepted

## AWARD NOTIFICATION

Applicants will receive an email notification from GSA concerning the approval or rejection of their request no later than 3 weeks after receipt of the application.

## INTERNET TRAVEL PACKAGES (not accepted)

The Accounting Office cannot reimburse "bundled" (non-itemized) expenses. DO NOT use Internet discount vendors to purchase travel (VACATION) packages for University-related business travel. These vendors do not provide itemized documentation, which is required by the Accounting office. Itemized hotel charges and other expenses are required by University policy and Internal Revenue Service regulations.

## REIMBURSEMENT

- Transportation—airfare or mileage (for use of personal car only--gas not reimbursed); parking; bridge tolls; shuttle expenses
- Lodging—must have itemized hotel statement (credit card receipts alone are NOT acceptable)
- Registration

**These items are NOT ELIGIBLE** for reimbursement:

- Food
- Gasoline
- Shared receipts are NOT accepted for transportation.

## \*\* ORIGINAL ITEMIZED RECEIPTS

- Original receipts are required for all reimbursable expenses.
- Original receipts must clearly indicate that payment has been made.
- Original receipts must include your name.
- Failure to submit ORIGINAL RECEIPTS within ten business days of the last day of travel will result in forfeiture of the Conference Travel Funds award.

## DISBURSEMENT OF FUNDS

1) GSA Conference Travel Funds are disbursed through reimbursement only and cannot be released in advance of travel.

2) **Original** receipts

- Bring your original itemized receipts.
- Bring a copy of the program cover or page showing the conference title, location and date.
- Bring your original receipts to the **Office of Student Life, 126 Millberry Union West, Box 0376** within ten business days of the last day of travel.
- Call the Office of Student Life at 476-4318 if you need to extend this deadline.
- \*\*\*\* Failure to do so will result in forfeiture of the Conference Travel Funds award. \*\*\*\*
- It is only necessary to submit sufficient expense receipts to cover the amount of the award.

## QUESTIONS:

Phone: 415-476-2233  
Visit: 500 Parnassus Ave, 108 Millberry Union West  
Fax: 415-476-7295  
Email: gsa@ucsf.edu  
Website: gsa.ucsf.edu

