**Applications that are incomplete or that have not followed these instructions will be disqualified**

OVERVIEW

UCM GSA Conference Travel Awards are designed to assist members of our graduate community who travel to conferences to present original work pertinent to their graduate study. The award will be provided as a reimbursement for out-of-pocket expenses post travel. The total amount of funds available and the number of applicants vary, and each application period is treated independently, though prior awards will be considered as part of the application evaluation. The process is tailored to approve the maximum number of applications each cycle, while maintaining a useful award size (maximum of $400, per student, per award year).

ELIGIBILITY

You are eligible to apply for this award if and only if:

I. You are a current graduate student in good standing at UC Merced.
II. You travelled to present at a conference.
III. You incurred out-of-pocket expenses to present at the conference (i.e. for hotel, registration or travel) AND no other funding source is used.

Travel reimbursements must be made within 6 months of travel date. For this reason, we have 3 award periods split across the academic year. Each student is eligible for a maximum annual travel award of $400. You may request up to $400 during a single award period, but once you have been awarded a total of $400 in an academic year, any future applications that academic year will not be judged.

![Award Period Dates of Travel Application Deadline Announcement of Awards](image)

<table>
<thead>
<tr>
<th>Award Period</th>
<th>Dates of Travel</th>
<th>Application Deadline</th>
<th>Announcement of Awards</th>
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<tbody>
<tr>
<td>Fall</td>
<td>21 August – 31 December</td>
<td>14 February</td>
<td>28 February</td>
</tr>
<tr>
<td>Spring</td>
<td>1 January – 30 April</td>
<td>30 June</td>
<td>14 July</td>
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<tr>
<td>Summer</td>
<td>1 May – 20 August</td>
<td>30 October</td>
<td>14 November</td>
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WHAT CAN BE REIMBURSED?

Awards can only be used to reimburse costs associated with conference registration, travel and accommodations, per OSL policy. We cannot reimburse food costs. Gas is eligible for reimbursement only for rental cars; please use the UCOP mileage rate for personal vehicle use. Package travel deals (i.e. hotel + airfare/rental car combined deals) are not reimbursable. All travel arrangements must be purchased separately.

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1 Due to an OSL policy, no other funds may be used to support even a portion of your travel, e.g. your advisor and/or department are not covering any expenses for your travel; you were not awarded travel funds from a society or conference to cover your travel cost.
HOW TO APPLY
1. Complete and print out the application form. Applications must be typed, not handwritten.
2. Compile the application packet, according to the directions in the next section.*
3. Place all items inside an envelope except for the cover form. Staple or affix the cover form to the outside of your application envelope.
4. Deliver your application to the Students First Center (note this is a new location). You must ask the attendant at the Students First Center to time stamp your application. The attendant will submit the application to the GSA mailbox. This office closes at 4pm.

*If requesting reimbursement to support more than one conference in a given cycle, please provide separate applications for each conference.

APPLICATION PACKET
In order for your application to be considered, you must submit an envelope including the following items. Affix the cover form to the outside of this envelope. The envelope must contain:

1. Completed application. A completed application must include the following pieces:
   - Part 1: General Information (1 page)
   - Part 2: Meeting Information (1 page)
   - Part 3: Personal Essay (1 page)
   - Part 4: Itemized Costs (3 pages)
2. Confirmation of your acceptance to present at the conference or meeting. This can be in the form of an abstract acceptance or conference bulletin listing your presentation.
3. Sponsor application form. A sponsor application form must be completed by your advisor or a relevant faculty member. It should be included in its own envelope (sealed envelope optional).
4. Itemized receipts. All receipts for expenses incurred must be in a separate envelope. All receipts must be itemized, and only originals showing zero balances will be accepted. (Due to UC policy, credit card statements or receipts stating only the total amount paid cannot be accepted).

INTERNATIONAL TRAVELERS: You must complete the extra part labeled “for international travelers” in Part 4A. If you do not complete this part your application will be disqualified.

REVIEWING OF APPLICATIONS
Applications will be reviewed by a council of three: the GSA Treasurer and two designated reviewers from the GSA officers and/or the Delegate Assembly (unless a conflict of interest arises; in this case another officer will be appointed). You may request a meeting with a reviewer to determine eligibility and completeness of your application. Please direct questions and/or request a review of your application by email: gsa@ucmerced.edu

In the event that more qualifying applications are received than funding is available, priority will be given to applicants in doctoral programs, applicants closer to their degree goals, and applicants who have not received earlier travel awards.

Award notifications will be made via email.