

## UCR Department of Entomology Policy on Travel Funds – Revised Sept. 2022

***Graduate and Undergraduate Student Funding:*** The Department will provide each *Entomology Graduate and Undergraduate Student* up to \$600 of travel funds per year. The funds are composed of \$200 Departmental Travel Funds (D-TF) and \$400 Outreach and Science Communication Travel Funds (OSC-TF).

To be eligible for the \$200 D-TF, students must be in good academic standing and must be making a presentation (oral or poster) at the academic conference/meeting for which travel support is requested. Departmental funds will not be provided for attending a meeting only; a presentation must be made. Funds may be requested to attend workshops or training events; however, these requests will be considered for approval on a case-by-case basis by the Chair. Funds may be used to attend one or more meetings throughout the year, but only \$200 in total will be provided. Non-Entomology Graduate students are not eligible for these funds.

To be eligible for the \$400 OSC-TF, students must meet the criteria above (good standing, making presentation) and have completed a minimum of 30 Outreach and Science Communication volunteer hours throughout the academic year. This includes participation in outreach events during the academic year (off and on campus, e.g., Highlander Day), Insect Fair, Bug Camp, and other outreach and science communication activities including creating new displays and outreach drawers and writing EGSA science blogs. Enrollment in the new Outreach and Science Communication class (will be offered in spring 2023 for the first time) does not count towards outreach volunteer hours. Students are responsible for keeping track of their volunteer hours and a breakdown of outreach volunteer hours will need to be emailed to the Outreach Committee Chair (currently Christiane Weirauch [christiane.weirauch@ucr.edu](mailto:christiane.weirauch@ucr.edu)) after the end of the academic year and before travel funds are claimed. The \$400 OSC-TF is available to ***any graduate and undergraduate student*** who has met their 30 outreach hours and whose major professor is a faculty member in the Department of Entomology. This source of funding will be provided directly to the student in the form of a grant-in-aid and will post to the student's UCR account.

The \$200 must be used for travel expenses and all expenses applied toward these funds must comply with UC travel policies. The intent of the \$400 is also for travel expenses, but upon awarding they are entirely under the student's control and discretion. The 30 volunteer hours must be completed in the same academic year. Volunteer hours can be "redeemed" during the same academic year (e.g., 2022-2023) and until the end of that calendar year (i.e., you can use volunteer hours from Insect Fair in FY 2022-2023 for travel to the 2023 fall ESA meeting). In the event of a funding shortfall to cover travel expenses, it shall be the student's personal responsibility to ensure all costs are covered.

In no case shall matching funds be awarded in excess of actual travel costs and all expenses must comply with UC travel policies. In the event of a funding shortfall to cover travel expenses, it shall be the student's personal responsibility to ensure all costs are covered. Funding for additional meetings or funding needs in excess of the above matching amount will need to be secured from other sources (major professor's grants, grants you have written, personal funds, etc.).

***The availability of travel funds is always contingent upon the current Campus/CNAS/Departmental budget situation. Due to budgetary constraints, fund availability may be constrained at any time without notice.***