

UCR Department of Entomology Policy on Travel Funds – Revised Oct. 2024

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 40 Outreach and Science Communication volunteer hours throughout the academic year. This includes participation in any of the official Department outreach events on and off campus that appear on the Outreach Committee [calendar](#) (e.g., Highlander Day, Insect Fair, Bug Camp, K-12 school visits). Up to 10 of these hours per year may be used for preparation of outreach materials such as creating new displays and outreach drawers to contribute to the outreach materials library, and for science communication activities such as writing EGSA science blogs. Please see the Outreach Committee (current chair Bodil Cass bodil.cass@ucr.edu) if you would like an outreach materials or communication assignment. Enrollment in the Outreach and Science Communication class (ENTM 123) does not count towards outreach volunteer hours. Students are responsible for keeping track of their volunteer hours via the Student Outreach Hours Tracking [online form](#). The \$400 OSC-TF is available to **any graduate and undergraduate student** who has met their 40 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 OSC-TF can be claimed by request from the Academic Travel Coordinator (Angel White, angel.white@ucr.edu).

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 40 volunteer hours must be completed in the same academic year and tracking resets in mid-September at the start of each Fall Quarter. Volunteer hours can be "redeemed" during the same academic year and until the end of that calendar year (i.e., you can use volunteer hours from Insect Fair in academic year 2022-2023 for travel to the 2023 fall ESA meeting). The \$400 OSC-TF can be claimed more than once within an academic year if multiple rounds of 40 hours are completed.

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.