

UCR Department of Entomology Policy on Travel Funds – Revised Nov. 2025

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)**.

The **\$200 D-TF** is available to any graduate and undergraduate student in the Entomology program. To be eligible, 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 and will be considered for approval on a case-by-case basis by the Department Chair. Funds may be used to attend one or more meetings throughout the year, but only \$200 in total will be provided. Non-Entomology students are not eligible for these funds. The \$200 must be used for reimbursement of travel expenses and can be claimed by request from the Academic Travel Coordinator.

The **\$400 OSC-TF** is available to any graduate and undergraduate student whose major professor is a faculty member in the Department of Entomology. To be awarded, students must meet the criteria above (good standing, making presentation) and have contributed the minimum outreach hours throughout the academic year. The OSC-TF are awarded in **tiers of \$200 per 20 hours** of outreach. Outreach events and their approximate time contribution (including travel and set-up) are listed with sign-up sheets on the Department Outreach [calendar](#). *Please communicate with the event lead if you sign up for an event and later need to withdraw*. Up to five hours in each tier may come from preparations of materials such as creating displays, and updating terrarium placards. Please contact the Outreach Chair about specific assignments. Enrollment in the Outreach and Science Communication class (ENTM 123) does not count towards department outreach hours.

The OSC-TF can be claimed by request from the Academic Travel Coordinator, with hours confirmed by the Outreach Chair or Outreach Coordinator. Students are responsible for keeping track of their outreach hours via the Student Outreach Hours Tracking [online form](#). The OSC-TF is awarded directly to the student in the form of a grant-in-aid and will post to the student's UCR account. The intent of the award is for travel expenses, but upon disbursement they are under the student's control and discretion. The hours must be completed in the same year and tracking resets at the start of each Fall Quarter. OSC-TF awards 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 OSC-TF can be claimed more than once within an academic year if multiple rounds of hours are completed.

In no case shall matching funds be awarded in excess of actual travel costs. 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 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.

Types of Travel Funds		
Name of Travel Fund	Departmental Travel Fund (D-TF)	Outreach and Science Communication Travel Fund (OSC-TF)
Who is eligible	UCR Entomology graduate & undergraduate program students only.	All graduate and undergraduate students whose major professor is a faculty member in the UCR Department of Entomology.
Requirements	1. Good academic standing, 2. Giving a presentation (oral or poster) at an academic conference/meeting <u>or</u> Attend workshops or training events (requires pre-approval).	1. Good academic standing, 2. Giving a presentation (oral or poster) at an academic conference/meeting <u>or</u> Attending workshops or training events (requires pre-approval), 3. Completed minimum hours of outreach <ol style="list-style-type: none"> Outreach hours include to set up and present for events listed in the annual calendar, Five hours per tier may come from preparation of department outreach materials, Track hours on the online form.
How can funds be used?	<ul style="list-style-type: none"> To attend one or more meetings throughout the year, Travel expenses and all other expenses must comply with UC travel policies. 	<ul style="list-style-type: none"> To attend one or more meetings throughout the year, Travel expenses and all other expenses must comply with UC travel policies Awarded as grant-in-aid to student's UCR account
Total amount of travel funds per academic year	\$200; cannot exceed travel costs.	<ul style="list-style-type: none"> \$200 for 20 hours of outreach volunteer hours (Tier 1), \$400 for 40 hours of outreach volunteer hours (Tier 2), Can be claimed more than once if more rounds of hours are completed, Cannot exceed travel costs.
How to claim	Contact Academic Travel Coordinator	Contact Academic Travel Coordinator and Outreach Chair/Coordinator

Revised July 11, 2012;
 Revised September 15, 2022;
 Revised October 10, 2024;
 Revised November 19, 2025