

**Graduate Student Travel and Professional Development Support
FY 2023/24**

(as of August 2023)

Conference Travel Funding

UCR Graduate Student Association Conference Travel Grant

The UCR Graduate Student Association provides conference travel funding support to graduate students. Please visit their website for more information and instructions on how to apply.

Website: <https://gsa.ucr.edu/ctg/>

SOE Faculty Support

SOE faculty may provide travel funding support from one of their discretionary sources, if available. Please consult your faculty advisor or other appropriate faculty member for more information.

SOE Graduate Student Travel Grant

SOE provides graduate students with up to \$1,400 conference travel and professional development funding to present at or attend professional research conferences as well as participate in professional development activities.

Region Award Limits:

Region	Region Definition	Maximum Award Amount
Attendee	Not presenting	\$100
West	CA, OR, WA, NV, AZ, UT, ID, MT, WY, CO & NM	\$400
Continental	Midwest, East Coast, AK, HI, Canada, PR & Mexico	\$600
International	Locations outside the continent from which you depart	\$900

Per Student Award Limit:

SOE provides graduate students with up to \$1,400 per year (July 1 – June 30) for both conference travel and professional development funding. There is no limit on the number of conferences or professional development activities the SOE will fund as long as they do not exceed the combined \$1,400 cap.

Deadlines

Month of Conference End Date:	Application Deadline:
July 2022-October 2022	September 1, 2023
November 2022	October 3, 2023
December 2022	November 1, 2023
January 2023	December 1, 2023
February 2023	January 3, 2024
March 2023	February 1, 2024
April 2023	March 1, 2024
May 2023	April 3, 2024
June 2023	May 1, 2024

Please reference the SOE Travel Reference Guide for important policy information and guidelines applicable to planning your trip. For example, SOE cannot prepay airfare or conference registration fees for student travelers nor reimburse a non-cash payment method (e.g. gift cards or frequent flier miles). The Travel Reference Guide is available via Workfront along with a signed award letter.

Professional Development Funding

SOE provides graduate students with up to \$1,400 conference travel and professional development funding to present at or attend professional research conferences as well as participate in professional development activities.

Professional development activities include but are not limited to:

- Non-conference travel (e.g. Student is an invited speaker at an event)
- Training (e.g. ABA preparation seminar, continuing education courses, specialty research equipment training, statistics workshop, student affairs workshop)
- Memberships in professional organizations (no more than two memberships per year per student)

Activity Award Limits:

Region	Region Definition	Maximum Award Amount
West	CA, OR, WA, NV, AZ, UT, ID, MT, WY, CO & NM	\$200
Continental	Midwest, East Coast, AK, HI, Canada, PR & Mexico	\$300
International	Locations outside the continent you depart from and return to.	\$450
Online	Travel not required	\$300

Per Student Award Limit:

SOE provides graduate students with up to \$1,400 per year (July 1 – June 30) for both conference travel and professional development funding. There is no limit on the number of conferences or professional development activities the SOE will fund as long as they do not exceed the combined \$1,400 cap.

Deadlines

The same deadlines apply to professional development funding applications as travel grant applications.

Special Considerations

CA Assembly Bill 1887

California Assembly Bill 1887 prohibits state-funded travel to certain states. The states currently subject to this restriction include Alabama, Arizona, Arkansas, Florida, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Mississippi, Montana, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, Utah, and West Virginia. For more information on AB 1887, please visit:

<https://oag.ca.gov/ab1887>. For FY 2023/24, this impacts the SOE Graduate Student Travel and Professional Development Support Program. The SOE is not able to fund travel to the restricted states.

Lodging

An event must be at least 40 miles or greater from the student's work location or home, whichever is closer. If a student lives/works less than 40 miles from the event, then overnight lodging will not be reimbursed.

Funding Changes

Guidelines for the SOE Graduate Student Travel Grant are subject to change based on funding availability. The department will notify students of any changes to these guidelines.

Graduate Student Travel and Professional Development Support Checklist

Pre-Conference/Professional Development Activity

Submit Application Request through Workfront

1. Use this link to access the Workfront Requests: <https://ucriverside.my.workfront.com/requests>
2. Use the following order for submission :
Request Type→SPP/SOE Requests→Request for Financial Services
3. Enter all fields that are required. The SPP/SOE Financial Services Request Type will be Student Travel Grants.
4. Requestors must attach the following to the Workfront request :
 - Signed support letter from faculty advisor, graduate advisor, or area group convener (electronic signatures are acceptable; see below for guidelines)
 - Abstract of presentation (for conference presenters only)
 - Presentation acceptance letter, copy of conference program, or other proof of presentation (for conference presenters or non-conference invited speaker opportunities only)
 - Description of professional development activity (if applicable)

Note: You are not required to register for a conference prior to applying for this travel grant.

You will receive an application status letter via Workfront updates once your application has been processed.

Support Letter Guidelines

The signed support letter must confirm the following:

- Applicant is a SOE graduate student in good standing
- Attending the conference or other activity is beneficial to the student's professional development
- Research to be presented was conducted at UCR (for conference presenters only)

Please feel free to use the SOE Support Letter template here: [Faculty Support Letter](#). If you are applying to both a GSA and SOE Conference Travel Grant, SOE will accept a copy of the signed GSA support letter template.

Post-Conference/Professional Development Activity

Step One: Prepare for Reimbursement

- Compile all required original receipts as well as proof of attendance (e.g. name badge). Required receipts include airfare, conference registration, lodging, rental car, and individual ground transportation expenses of \$75+.
- Please note that a Certificate of Completion is required for all continuing education courses and other professional development activities.

Step Two: Submit Reimbursement Online

1. Use this link to access the Workfront Requests: <https://ucriversion.my.workfront.com/requests>
2. Use the following order for submission :
Request Type → SPP/SOE Requests → Request for Financial Services
3. Enter all fields that are required. The SPP/SOE Financial Services Request Type will be Reimbursement.
4. Requestors must attach the expense worksheet, along with the signed award letter from the Dean, into the Workfront request.

Joint GSA/SOE Reimbursements

If you receive funding from both the Graduate Student Association (GSA) and SOE, please first submit your reimbursement request to the GSA following their standard procedures. After reviewing your documentation, GSA will forward their funding award letter and your receipts to SOE for final processing. SOE will ensure you are reimbursed up to the maximum dollar amount awarded by both organizations. Please note that the GSA may provide funding as a travel reimbursement or as a stipend through your student account. *SOE cannot process reimbursement without first receiving the GSA award letter.*

Contact Information

If you have questions, please contact:

Sammantha Mitchell, Purchasing and Travel Assistant

sammantha.mitchell@ucr.edu

Note: These guidelines are being reviewed with the Dean's Office for the 2023/24 year. Updated guidelines will be shared before the start of Fall Quarter 2023. Please follow existing guidelines for now.