

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

(as of December 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 Conference Travel Grant**

SOE provides graduate students with up to \$2,000 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	\$500
West	CA, OR, WA, NV, AZ, UT, ID, MT, WY, CO & NM	\$750
Continental	Midwest, East Coast, AK, HI, Canada, PR & Mexico	\$1,000
International	Locations outside the continent from which you depart	\$1,500

**Per Student Award Limit:**

SOE provides graduate students with up to \$2,000 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 \$2,000 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

**Professional Development Funding**

SOE provides graduate students with up to \$2,000 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	\$400
Continental	Midwest, East Coast, AK, HI, Canada, PR & Mexico	\$600
International	Locations outside the continent you depart from and return to.	\$750
Online	Travel not required	\$500

**Per Student Award Limit:**

SOE provides graduate students with up to \$2,000 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 \$2,000 cap.

**Deadlines**

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

**Special Considerations**

**Prepayment Option**

Effective 2023/24, SOE will offer prepayment of eligible travel expenses to relieve financial costs for students to travel for professional opportunities. SOE can directly pay for **registration, membership, and airfare (Main Cabin Only)** expenses up to approved award amounts. Unfortunately, SOE cannot prepay lodging. Please note that for students who opt to utilize prepayment options with SOE, this may impact funding made available from the Graduate Student Association (GSA). Please consult the GSA if you have any questions about how to leverage both sources of financial support if you opt for SOE prepayment.

For students who utilize the prepayment option and may need to later cancel their trip, the Business Operations Team will work to cancel and retrieve refunds for all eligible expenses. The amount of any remaining prepaid costs that could not be refunded will be deducted from the student’s annual \$2,000 budget per year.

### **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 Conference 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 Request System:  
<https://ucrivside.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 and Professional Development Application.
4. The application will now include a section for you to request prepayment of eligible travel expenses up to approved award amounts (registration, membership, and airfare).
5. 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)
  - 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

### 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.

### Option One: SOE Only Reimbursement

1. Use this link to access the Workfront Request System:  
<https://ucriverside.my.workfront.com/requests>
2. From the Workfront homepage, click on the "Submitted" section on the left menu. Select the request for the applicable trip.
3. Navigate to the Documents section and attach all required receipts and related documentation.
4. Navigate to the Updates section and post a comment to let the SOE/SPP Business Operations Team know that you have uploaded receipts. This is a critical step to notify us that your reimbursement is ready to be processed.
5. The SOE/SPP Business Operations Team will prepare your reimbursement in Concur Travel and notify you via Workfront comment when the Concur expense report is ready for your review and approval.

### Option Two: Joint GSA/SOE Reimbursement

1. Submit reimbursement to the GSA following their written procedures (<https://gsa.ucr.edu/ctg/>).
2. GSA will process your receipts and documentation and will email the GSA award letter and reimbursement packet to the SOE/SPP Business Operations Team.
3. The SOE/SPP Business Operations Team will upload this documentation to the applicable Student Travel and Professional Development Application request in Workfront.
4. The SOE/SPP Business Operations Team will prepare your reimbursement in Concur Travel and notify you via Workfront comment when the Concur expense report is ready for your review and approval. SOE will ensure you are reimbursed up to the maximum dollar amount awarded by both organizations.

*Note:* 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 the SOE/SPP Business Operations Team at [soebusops@ucr.edu](mailto:soebusops@ucr.edu).