

GSA Travel Funding Info Sheet

A quick info sheet about eligibility, applying, and providing documentation for GSA Travel Grants

Who is Eligible?

All UCR Grad students in good academic standing are eligible for conference travel funding through GSA. **Please note that funding is only provided for one person per conference presentation.** Thus, for co-authored work only one scholar may apply for travel funding as a presenter. In this case, funding is provided to the first author unless campus-wide GSA is noted otherwise.

How Much Funding?

Students are eligible for \$1600 yearly in funding. The amount provided per conference varies based on distance from university and participation in the conference from \$300 to \$800 based on distance from CA. **Funding only covers travel, lodging expenses, and conference registration.** Thus, students are expected to find their own means of funding for food, presentation materials, etc. Additionally, **students who wish to pool costs for housing must meet with the Conference Travel Grant Coordinator before their purchase.** It is recommended students schedule this meeting two weeks prior to a shared purchase.

When to Apply?

Applications are due the first day of the month **before** your conference. Thus, if you plan to attend a conference in March the application is due February 1st. Please note that the application process does take some time; therefore, students are encouraged to submit their funding request before the application deadline.

How to Apply?

Applications for travel grant funding require filling out an online application form, receiving a letter of recommendation from your faculty advisor, and proof of presentation (if the student is presenting). All applications for GSA funding can be submitted through the GSA's online portal here:
https://webportalapp.com/sp/login/ucalriverside_travelgrant.

A full guide for all the requirements and regulations regarding travel funding can be found here:
<https://gsa.ucr.edu/wp-content/uploads/2022/07/CTG-Reimbursement-Guide-2022.pdf>

A more concise checklist of the above document can be found here: <https://gsa.ucr.edu/wp-content/uploads/2022/09/CTG-Application-Checklist-2022.pdf>.

Further Questions?

If you have any further questions about GSA funding please email our department liaison, Tommy Kegler, at tkegl001@ucr.edu or the GSA Travel Grant Coordinator at gsagrnt@ucr.edu

Additionally, all rules, procedure, and regulations can be found in full here: <https://gsa.ucr.edu/ctg/>