

**University of California, Merced
Graduate Student Association (GSA)
Fall 2008 Conference Travel Award**

Guidelines and criteria for selection of award winners:

The Graduate Student Association (GSA) of UC Merced is seeking applications for the GSA Conference Travel Award for the year 2008-2009. Travel awards will be granted for a total of up to \$400 per student. The award will be provided to the winners in the form of reimbursement for their out of pocket expenses. The amount awarded will be based on need and stage of graduate study.

You are eligible to apply for this award only if:

- (i) You are a current graduate student at UC Merced;
- (ii) You presented a poster or gave a talk at a conference after August 2008 or are planning to do so by the end of August 2009.
- (iii) You incurred out of pocket expenses to attend the conference (i.e. your adviser or other sources will not cover those expenses for you).

The award can only be used for:

- (i) Costs associated with conference registration, travel (excluding cost of food), and accommodations,
- (ii) Reimbursement of out-of-pocket expenses. If awarded a GSA travel award, all receipts and proof of conference attendance will be required to be submitted after the conference in order to receive these funds.

To be considered for the travel award, applicants should submit the following materials in one complete application packet:

1. A copy of the conference advertisement/invitation/webpage
2. An abstract of your poster/presentation/paper with all the authors and their contact (e-mail/phone) info
3. Confirmation info of abstract/paper acceptance from the conference organizers or a letter of support from the student's advisor, proving attendance and presentation of poster/talk/paper at this particular conference. Please ask your adviser to e-mail this letter of support to UCMercedGSA@gmail.com directly with the subject line 'Letter of support for (your name)'.
4. A summary list of incurred/anticipated conference costs, including accommodation (with hotel name, room rate), registration, and travel. Any receipts, if already received, should be attached to the application.
5. A summary list of other sources of funding for the conference (if any), including amounts/percentage of the total cost that have been/will be covered by those sources.
6. A < 250 word statement describing why you should be granted the award.

Incomplete applications missing any of the required criteria or documents, as listed above, will not be considered.

Applicants should be aware of the following constraints placed by the UC Merced reimbursement policy:

1. Package travel deals (i.e. hotel + airfare/rental car combined deals) are not reimbursable. All travel arrangements must be purchased independently.

2. All receipts must be itemized. Credit card receipts that simply state the amount paid will not be accepted.
3. Travel reimbursements can only be made within 21 days of the date of travel. Therefore, graduate students should plan ahead when deciding when to apply for the travel award. Another opportunity for receiving the award will be made in the Spring 2009 semester.

Application deadline for Fall 2008: December 22, 2008

E-mail application or questions to: UCMercedGSA@gmail.com