

## UCLA Department of Philosophy Graduate Student Travel Reimbursement Policies and Procedures

### Step 1. Request reimbursement from Graduate Division's Doctoral Travel Grant (DTG)

- 1a. Check your Doctoral Travel Grant (DTG) balance by inquiring with Tanya Kim. Each student is provided with \$1,000 in DTG funding for their doctoral career at UCLA.

If you have DTG funding:

- 1b. Submit a completed Doctoral Student Travel Grants Form directly to Grad Division Fellowships and Financial Services – 1228 Murphy Hall or [uclafellowship@grad.ucla.edu](mailto:uclafellowship@grad.ucla.edu)
- 1c. Submit a completed Graduate Division General Conditions for Student Travel Form as instructed above.

**\*If you do not have DTG funding OR have used all of your funding, please proceed to Step 2\***

### Step 2. Request reimbursement from the department

- 2a. Request approval of reimbursement from the Graduate Advisor by having them sign on the reserve of this form, or attach email approval. Reimbursements will not be processed unless approved.
- 2b. Please tape loose receipts to an 8.5"x11" piece of paper in chronological order. Bank/credit card statements are required for expenses if method of payment is not indicated on receipts.
- 2c. Please include the name of the conference attended, the dates, and the title of your paper

## Policies and Resources

**PLEASE NOTE THAT ALL DTG FUNDING MUST BE EXHAUSTED PRIOR TO REQUESTING REIMBURSEMENT FROM THE DEPARTMENT.**

- The Department provides graduate students with \$300 per conference up to a total of \$750 per year. Funding is not guaranteed and must be approved by the Graduate Advisor.
- For reimbursements of more than \$300 per conference OR more than \$750 per year, exception approval from the Graduate Advisor must be provided.
- In order to receive funding, students must be presenting a paper. For students not presenting a paper, exception approval from the Graduate Advisor is required
- All reimbursements requests, whether to Graduate Division or to the department, must be submitted within 45 days of the end of travel. Please submit receipts as soon as possible upon your return in order to meet these deadlines.

**DTG Travel Grant Form:** <https://grad.ucla.edu/asis/stusup/doctravelgrants.pdf>

**DTG General Conditions for Student Travel Form:**

<https://grad.ucla.edu/asis/stusup/doctravelgrants.pdf>

**DTG Information & Guidelines:** <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/doctoral-student-travel-grants/>

**DTG FAQs:** <https://grad.ucla.edu/funding/faqs/>

# UCLA Department of Philosophy Graduate Student Travel Funding Request Form

Please attach a program from the event or invitation from an event coordinator for funding requests.

Request Date: \_\_\_/\_\_\_/\_\_\_

Requester Name: \_\_\_\_\_

Address: \_\_\_\_\_

(for non-current employees)

Name of Conference: \_\_\_\_\_

Dates Attending: \_\_\_\_\_

Location of Travel: \_\_\_\_\_

Purpose of attending Conference: Please include the name(s) of any paper you may be presenting:

\_\_\_\_\_  
\_\_\_\_\_

How much funding are you requesting from the Department\*: \$\_\_\_\_\_

What will the support be used for and please be as detailed as possible:

## Transportation:

Aifare:  Yes  No \$\_\_\_\_\_

Rental Car:  Yes  No \$\_\_\_\_\_ = Cost of rental \$\_\_\_\_\_ + Cost of gas \$\_\_\_\_\_

Private Car:  Yes  No \$\_\_\_\_\_ = \_\_\_\_\_ miles x \$0.54

If yes, please attach a copy of Google Maps detailing the trip(s).

Taxi:  Yes  No \$\_\_\_\_\_

Parking:  Yes  No \$\_\_\_\_\_

Other: \_\_\_\_\_ \$\_\_\_\_\_

Lodging:  Yes  No \$\_\_\_\_\_

Registration:  Yes  No \$\_\_\_\_\_

Meals:  Yes  No \$\_\_\_\_\_

Miscellaneous:  Yes  No \$\_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Total: \$\_\_\_\_\_

Graduate Advisor Signature:

\_\_\_\_\_