

Department Reimbursed Graduate Student Business-Related Travel Support:

The department supports the opportunity for active PhD students, in good standing, to travel as part of their academic and research endeavors.

During the fiscal year, from July 1st to June 30th, graduate students may request reimbursement for business-related travel (non-taxable, non-reportable) of up to **\$500.00 per year**, with an academic **career maximum of \$1,500.00**.

Steps for Travel Reimbursement:

1. Gather all supporting documentation including receipts and proof of affiliation with the event you are requesting reimbursement for.
2. Submit a request through the Grad Reimbursement Submission System:
<https://forms.gle/ZCndPhtg9WeR6mfr6>
3. Processing can take up to two weeks.

What does the department consider as business-related travel?

A graduate student attending a conference or workshop where they are a presenter/contributor; you will need to provide proof of affiliation with the event you are requesting reimbursement for—such as a brochure, pamphlet, website link/webpage print out with appropriate information, such as your name, university information, presentation/paper, etc. Other business-related travel includes attending conferences/workshops where you are representing the department (ex. hosting a booth at SACNAS, JMM, etc). At this time the department cannot support travel for simply attending a conference/workshop, however an exception can be made for attending certain courses such as MSRI.

What expense may be considered for reimbursement during business-related travel?

Business-related travel includes: Registration fee, airfare, lodging accommodations (e.g. hotel stay, AirBnB), and other transportation expenses (e.g. taxi fare, UBER).

How much does the department provide for business-related travel?

The department will provide up to **\$500**, per fiscal year, from July 1st to June 30th, for graduate student business-related travel. Special approval from the Vice Chair of Graduate Studies (after reviewing the department travel reimbursement budget) is required for an amount over \$500, and is not guaranteed.

How many times may I use department travel assistance?

Department travel assistance is allowed **one time per fiscal year** and an academic career maximum of up to **three times** (if requesting the maximum reimbursement of \$500.00). Using receipts from more than one travel event is not allowed.

How will I be reimbursed?

If the reimbursement request is approved, the student will be issued a stipend. Students may sign up for direct deposit using these instructions here:

<https://www.accounting.uci.edu/news/20200324.html>.

Nonresident students are required to complete a Glacier record for the stipend to be issued.
