

**Department of Spanish & Portuguese**  
**Graduate Student Conference Travel Reimbursement Guidelines**

**Eligibility:** The department provides travel awards of up to **\$1,200 per fiscal year (July 1- June 30)** for graduate students to present papers preferably related to the dissertation topic at one or two academic conferences per fiscal year, subject to the availability of funds. Spanish and Portuguese graduate students at the second stage of the program (Ph.D. level) have priority. In exceptional cases, applications for travel conference support for students at the MA level will be considered. Awards will be granted only to students in good academic standing. Students who attend the MLA Convention to interview for a job are also eligible for a travel award.

Note: Apply as soon as you have all the supporting documents, at least 45 days before the conference dates. You should not make any travel arrangements dependent on this funding until your application for funds is approved by the Vice-Chair of Graduate Studies. In case the conference is in the summer months apply as soon as you have all supporting documents in the Spring.

**Criteria for Travel Support:** Support will be granted for the presentation of results of original research, preferably related to the dissertation topic, at conferences of recognized scholarly societies, or for travel to the MLA Convention for the purpose of a job interview.

**BEFORE YOU MAKE TRAVEL ARRANGEMENTS**

Submit the Application for Graduate Student Conference Travel Funds to the Vice Chair for Graduate Studies (VGS) for approval. The VGS will only accept and review applications that provide the following:

1. Invitation to participate in the conference or acceptance of paper for presentation and, when it is available, a copy of preliminary conference program listing participation. If the student is requesting funds to attend the MLA for a job interview, a letter or email of invitation from the interviewing department is required. Such students may skip requirements 2. and 3.
2. A copy of the abstract of the paper to be presented.
3. A statement from the student explaining how participation in the conference is representative of and will be beneficial to the student's research. Please do not make general statements such as "to present results of my research or a chapter of my dissertation" or just "to present a paper".
4. Signature from the student's dissertation advisor approving the student's conference travel.

If student is a TA, signature of the teaching supervisor (i.e. Dr. Juliet Falce-Robinson's signature for language classes or the faculty supervising you as TA in lecture classes) confirming that student has made arrangements to cover her / his TA section. In accordance with the Spanish and Portuguese TA Responsibilities stipulated at the moment of hiring, "all TAs must be present at the scheduled time and place to proctor exams."

Funds may not be used for the following purposes:

- Expenses of food and beverages not incurred during actual dates of event/conference
- Expenses not directly related with conference travel (i.e. multicity trips)  
(The department reserves the right to disallow any expenses that are excessive or inappropriate to the professional goals of the trip)

## **AFTER YOUR TRIP**

➤ Please turn in the following documents to the front office coordinator **within 15 days** of the return date listed on your plane ticket:

1. reimbursement form with original receipts for airfare, hotel and registration.
2. a copy of the conference program, showing the title of your talk/poster, if applicable.
3. a copy of the bank statement, credit card statement, and/or transaction detail of the purchases mentioned in the original receipts. (All irrelevant information can be blacked out for privacy).
4. a 1-2 page report on the academic conference and how the conference impacted your academic goals (be specific), if applicable.

➤ Remember to submit the documentation mentioned above within 15 days of your return and do not wait until the last minute, since late submissions will not be reimbursed.

➤ Reimbursement will be processed within 7-14 business days of receiving all completed paperwork. The turnaround for your reimbursement is at least 7-14 days from submitting the request to UCLA Travel Accounting.

## **POLICIES**

➤ The department will not approve retroactive travel funding requests. Reimbursements will only be made for travel during the current fiscal year.

- The department will not approve applications or process reimbursements if the student submits the Application for Graduate Student Conference Travel Funds after the dates of travel.
- The department will not fund any pre-trip expenses. All expenses must be reimbursed after the trip has been completed.
- Conference travel funding is not guaranteed. If there is an overwhelming demand for travel money, or another financial emergency, there may have to be funding cutbacks. However, the policy is definitive as a statement of the department's goals for conference travel.

**UCLA Department of Spanish & Portuguese**  
**Application for Graduate Student Conference Travel Funds**

Name: \_\_\_\_\_ University ID# (UID) \_\_\_\_\_

UCLA email \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_

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Name of conference: \_\_\_\_\_

Name of organization sponsoring the above-listed conference: \_\_\_\_\_

Title of paper to be presented: \_\_\_\_\_

Dates of conference: \_\_\_\_\_

Travel Details: Depart from \_\_\_\_\_ Date \_\_\_\_\_ Arriving to \_\_\_\_\_  
Return from \_\_\_\_\_ Date \_\_\_\_\_ Arriving to \_\_\_\_\_

Amount requested: (Maximum \$1,200) \_\_\_\_\_

**Conference travel justification** (please explain how participation in the conference is representative of and will be beneficial to your research)

**Expense details** (airfare, ground transportation, lodging, meals, registration fees)

*In addition to the information above, applications must have four further items:*

- 1- **Copy of conference invitation/ letter of acceptance and conference program to validate that you have been invited to present your paper, or copy of letter or email from interviewing department, if funds are being requested to attend the MLA for a job interview.**

2- Copy of the abstract of paper to be presented at the conference, if applicable.

3- The signature of your advisor:

*I am aware that my advisee is presenting at the conference listed above. I have read and approved the abstract, and am willing to provide suitable input for polishing the paper and presentation*

\_\_\_\_\_  
Faculty Advisor's Signature

\_\_\_\_\_  
Date

4- (If currently teaching): The signature of the faculty instructor

*I am aware that the TA is presenting a paper at the conference listed above and have made arrangements to cover the TA session according to the TA duties and responsibilities*

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

5- Your signature:

*I have read and understand the criteria for the Travel Conference reimbursement. I understand that the department cannot reimburse my travel expenses unless I present all receipts within 30 days after my return.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

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**Vice Chair of Graduate Studies' approval required before funds are dispensed.**

Approved? YES ☐ NO ☐

Vice Chair's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please note: Once you secure the approval of the Vice Chair/DGS, please contact the Front Office Coordinator regarding reimbursement requirements and information, 5310 Rolfe Hall or [spoffice@humnet.ucla.edu](mailto:spoffice@humnet.ucla.edu).

Submit completed form to the graduate adviser, Gloria Tovar, 5304 Rolfe Hall or via email [gtovar@humnet.ucla.edu](mailto:gtovar@humnet.ucla.edu)