

**UNDERGRADUATE RESEARCH CENTER
ARTS, HUMANITIES, AND SOCIAL SCIENCES
TRAVEL GRANT APPLICATION**

STEP ONE: GRANT APPROVAL

This portion of the grant must be submitted to the Undergraduate Research Center (A334 Murphy Hall) **at least two weeks before travel begins.**

Name _____ Student ID# _____

E-mail _____

Faculty Research Mentor _____ Department _____

Are you a UCLA employee? _____

I will be travelling for

☐ A conference presentation (Please Complete Section A)

☐ Research (Please Complete Section B)

SECTION A.

If Travel is for a **conference presentation**, please provide the following information:

Conference Name _____

Conference Dates: from _____ to _____ Conference Location _____

Please attach to this form:

☐ A Copy of your accepted abstract or paper

☐ Verification that your abstract/paper has been accepted for presentation

SECTION B.

If Travel is for a **research**, please provide the following information:

I will be travelling to _____

I will be there from _____

Please attach to this form

☐ An abstract of your Departmental Honors or thesis project

☐ A brief (500 word) justification for your research travel

Office Use

☐ Amount Approved _____

By _____

STEP TWO: REIMBURSEMENT WORKSHEET

In order to receive your Travel Grant funds (typically a maximum of \$300 per student per year), please submit this form for approval no later than **one week after your return from travel, and no later than June 1 of the academic year in which the approved travel occurred.** Reimbursement for expenses will be made only when you submit **original receipts.**

This research was completed as part of (please check all that apply):

____ An SRP Project

____ A Departmental Honors Project

____ A Comprehensive Thesis Project

If you have received funding for your research, indicate your funding program(s) (please check all that apply):

____ URFP ____ URSP

____ McNair Program ____ Mellon Mays Program

____ PROPS ____ Other (explain) _____

- Conference Registration Fees (if applicable) \$ _____
- Primary Transportation costs - airfare, car, train, bus \$ _____ Total Miles _____
If by car, please attach Google map results– Multiply total miles by .375 (Traveling by car)
- Other Transportation costs (parking, cab fare, airport shuttle, etc.) \$ _____ for _____
- Accommodations (hotel/motel, etc.) \$ _____ (\$ _____ x _____ Days)
- **Total** \$ _____

List, if any, additional source of travel funds: _____

Are you a UCLA employee? _____

- ☐ Please attach **original itemized receipts** that show method of payment, **OR** original receipts AND cancelled checks or credit card statements

Signature :

Student Applicant Date

Print Name

Street Address

City Zip

Questions? Contact Ms. Billie Buchanan: (310) 825-9725 bbuchana@college.ucla.edu

Please return to the Undergraduate Research Center, A334 Murphy Hall