Graduate Student Travel Support

**Travel Grants** - **Review the purpose & eligibility requirements printed on the application.** Grants are limited to transportation expenses only with a maximum of $350 per year. Grants are considered on a first-come, first-serve basis. Applications are available outside the Graduate Advisor’s office, room 109. Once the grant has been approved and the trip is complete, please turn in your original airfare receipt and, if applicable, letter of invitation, to the Fiscal Office.

**Intercampus Travel** – Funds are limited to travel to other UC campuses and are restricted to transportation costs associated with research (airfare fees NOT covered with a maximum of 1 trip and $250 per year). Grants are considered on a first-come, first serve basis with priority given to faculty research. Attendance at conferences or presentation of seminars is NOT allowable. Faculty consulted and the title of the project will be required. Intercampus Exchange Program applications are located outside of the Fiscal Office, Room 117.

Graduate Student Research Support

**Dissertation Grants** - **Review the guidelines printed on the application.** Grants are awarded a maximum of $600 per year ($1,200 for entire PhD/DMA program/residency). Applications are available outside the Graduate Advisor’s office, room 109. Once the grant has been approved and the expenses are complete, please turn in original receipts* (see below for Honoraria payments) and pertinent documentation to the Fiscal Office, Room 117.

Request for Departmental Resources

**Course/Activity Support** – Funds are intended to support instructional activity. The Request for Departmental Resources form needs to be signed by a faculty sponsor and approved by the Department Chair or MSO before it is returned to the Fiscal Office. The forms are located outside the Fiscal Office, Room 117.

If the request is for honoraria*, provide the person’s name, Social Security number, home address, citizenship, and visa type (if applicable).

* Students should NOT pay honoraria directly. The Graduate Advisor, Lori Bantz, MUST approve payments for honoraria in advance; and payment must be processed through the campus Office. We cannot reimburse any student for honoraria he/she has provided to their guest.