Procedures and Policies for
Department Supported Graduate Student Travel

Each year, the Department determines how much money it can provide to Graduate Students to supplement the costs of their travel to professional conferences. The Department wants to encourage these opportunities to present papers that further the education and research of our graduate students.

The annual dollar reimbursement amount will be determined around the beginning of each new academic year and communicated to the graduate students.

Prior to travel in that academic year, each graduate student must fill out and submit the "DEPARTMENT CONFERENCE TRAVEL GRANT APPLICATION" found on the website at http://filmandmedia.ucsb.edu/resources/graduate/graduate.html. Students need to complete this form and submit it for approval prior to the trip.

Once the student returns from the conference or professional event, a second form must be completed. This form is the Domestic Travel Reimbursement Worksheet and it needs to be completed with any appropriate receipts attached.

Paperwork is then generated to reimburse the student up to the agreed upon amount.

Paperwork must be submitted prior to June 1 of the academic year in which travel was completed. The Department has the right to refuse to pay this amount if an event isn’t qualified prior to the student attending, or if it isn’t deemed to qualify for any other reason. Each student will be able to receive this allowable amount only one time during the academic year, even if they attend many conferences.

Questions can be directed to the Graduate Program Assistant and Department Manager.