Department of Anthropology Conference Funding
Policy
(Revised September 2022)

DEADLINE:

Accepted on a rolling basis 1 (ONE) MONTH BEFORE THE CONFERENCE DATE BY 12PM. **Incomplete or late submissions will not be accepted nor considered.**

Example: Conference is November 20 so the application is technically due October 20 (Sun) by 12pm. If the deadline falls on a weekend/holiday, your application will be due the next business day; October 21 (Mon) by 12pm.

CONFERENCES/WORKSHOPS:

The Department provides funding for only 1 (one) conference or workshop per academic year (July 1 to June 30) per student. Students must be in good academic standing. If presenting a joint paper/poster at the conference, the student must be the primary author in order to be reimbursed. For workshops, include a copy of the workshop invitation and a one-page statement explaining how the workshop will be essential for and beneficial to your research.

ELIGIBILITY:

Students are eligible for funding for transportation such as airplane, bus, train, or car. Funding will not be provided for taxi, shuttles, and any ridesharing (e.g. Lyft and Uber) to and from the airport and conference hotel.

AWARD AMOUNTS:

Awards are for actual costs of travel, **up to a maximum** of $200 within the state of California, $350 out of state travel (within the United States and Canada), and $800 for other international travel.

TRAVEL:

Per UCLA Travel Policy, all UCLA business travel are required to use the most economical mode of transportation by the most frequently traveled route. Air travel should be booked in Economy. Travel should be scheduled as far in advance as feasible and prudent in order to obtain the lowest possible fares. Any upgrades to seats and/or seat selection fees (e.g. Economy Plus, Business Class, First class, etc.) will only be reimbursable if the individual has a medical condition and if a medical note from their physician is on file with UCLA Travel.

To maximize department funding to all awardees, all travel should originate in the metropolitan Los Angeles area and arrive at the nearest major airport or airport closest to the conference; whichever is cheapest.

Individuals who are conducting fieldwork and attending a conference/workshop will only be reimbursed for the equivalent of the cost of a ticket from LAX to the conference or from their field location to the conference whichever is cheapest and still within the maximum award limits.

Example: If a ticket from Lima, Peru to Vancouver, Canada is $1000 but a ticket from LA to Vancouver is $350, you will only be reimbursed $350 (which is also within the out of state travel maximum) toward the cost of your ticket from Lima, Peru.

GRADUATE DIVISION FUNDING:

Graduate Division provides each new and continuing doctoral student up to $1,000 total reimbursement that can be used, in whole or in part, at any time from the time they start the program through the student's seventh year of enrollment in the doctoral program. This also includes Anthropology MA students since they are considered as PhD students at the time they begin the program. In contrast to Anthropology Department funding (which is limited to airfare or equivalent primary travel expense), Grad Division funding can be used for a variety of travel expenses, including lodging and conference registration. NOTE: Duplicate funding is not permitted. For more information about the Grad Division Travel Grants Program:

https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/doctoral-student-travel-grants/

SUPPORTING DOCUMENTS AND VERIFICATION OF EXPENSE(S):

Departmental travel awards are granted on a reimbursement basis ONLY, and only after the travel has been completed. When you return from the conference, you must submit receipts accompanied by the Reimbursement/Payment Request form. Only **ORIGINAL** receipts will be accepted. **Incomplete forms or missing receipts will be returned until submitted correctly.**

Airlines:

- Transactions must include the student's name, dates of travel, destination, amount, and method of payment which should be paid directly by the student.
- Baggage fees are not allowable and will not be covered. Consider flying Southwest for domestic since it provides 2 free check-in luggage under 50 lbs. Most international flights include at least one free check-in luggage.
- Transportation combined with lodging as a package deal cannot be reimbursed, unless the vendor provides a breakdown of all expenses and applicable taxes.
- Consider purchasing travel insurance in case you have to cancel your airfare before you attend the conference/workshop for any reason such as an emergency situation, illness, etc. This is optional of course, but if they do not attend the conference/workshop for any reason, the Department will not reimburse travel insurance fees nor for the entire travel expense.

Ground Transportation:

- A printout from an online map (e.g. Google, Mapquest, etc). is required for each destination.
- The amount claimed cannot exceed the cost of airfare to the travel destination.
- When two or more persons share a vehicle, only the driver can claim the reimbursement for mileage.

Submission of Receipts:

Non-Employed Students
- Does not have an active appointment in UCPath
- Complete Reimbursement Form (https://anthro.ucla.edu/resources/documents-forms/). **Incomplete forms or missing receipts will be returned until it's submitted correctly.**
- Scan all receipts
- Each page must include the student's name and university ID number.
- Scan reimbursement form and all receipts
- Email your reimbursement packet as soon as you return from your conference/workshop to Anthro Finance (anthro-finance@anthro.ucla.edu) to allow enough processing time for payment.

Employed Students
- Example appointments:
    o TA
    o Graduate Student Researcher (GSR)
    o Reader
    o Student 1-4
    o Staff Research Assistant
- Refer to next page of this policy for new processing instructions for students with an active appointment

Submission of Receipts for Employed Students

All active student employees in the department will now have to submit their
conference travel reimbursements through the new UCLA Express Travel system.

NEW UCLA EXPRESS

- Log On Page: https://www.travel.ucla.edu/concur
  UCLA Single Sign-On (SSO) credentials are required

- Home Page Overview
  https://assets.concur.com/concurtraining/cte/en-us/tipsheet/pdf/cte_en-
  us_exp_tip_sheet_exploring_the_concur_home_page.pdf

EXPENSE REPORT (Reimbursement)

- Create an Expense Report to enter your travel reimbursement including trip information and receipts

- Submit an Expense Report from anywhere especially during your travels. You will be able to conveniently submit
  your reimbursement and upload/scan your receipts as soon as you have completed the business/research portion
  of your trip even if you are still traveling.

- Create a New Expense Report
  https://ucla.app.box.com/s/cxdh098t8n5jey3rz7ulpk1ba565wcpv

INITIAL SET UP

- Profile (Profile Settings) - Located in the upper right hand corner
  o Your Information: Update accordingly
  o Ensure your first, middle, and last name matches your government-issued photo ID. If your name does
    not match, you will need to update this in UCPath. This can take up to 72 hours to show in the New Travel
    Express system.
      ▪ Log in UCPath -> Employee Actions -> Personal Information -> Personal Information Summary ->
        Legal/Preferred Name
  o Verify your email address. To also change, you will need to update this in UCPath.
      ▪ Log in UCPath -> Employee Actions -> Personal Information -> Personal Information Summary ->
        Email Addresses
  o UCPath: https://ucpath.universityofcalifornia.edu
  o Add Delegates (Anthro Administration) to your profile
      ▪ This is so we can review your travel reimbursements and know status updates
      ▪ Click Expense Delegates
      ▪ Add Tracy Humbert, Victor Sepulveda, and Armi Ann Manas
      ▪ Check all permissions for each administrator
      ▪ Save

- Activate E-Receipts
  o This is so you can upload receipts in New UCLA Express
    https://ucla.app.box.com/s/ok7v00aww9rs0aud1o69d8qsp6e0hv09

- Concur Mobile App
  o Set up Smartphone App: https://ucla.app.box.com/s/3ffny7tcb8ghspb6jz0qmn94xvdzl37g
  o iPhone Resources: http://www.concurtraining.com/toolkit/en/mobile/iphone/end-user
  o Android Resources: http://www.concurtraining.com/toolkit/en/mobile/android/end-user

Please contact anthro-finance@anthro.ucla.edu if you have any questions, encounter any problems when logging into the
system, or if you need help using New UCLA Express for the first time.

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Application
(Revised September 2022)
Submit to anthro-finance@anthro.ucla.edu

Name of Student: _____ UID: _____

Year Entered UCLA: _____

Mode of Transportation (circle one): Air / Bus / Train / Automobile

Cost of Transportation in U.S. dollars (USD): _____

Conference:

Name of Conference: _____

Location of Conference: _____   Dates of Conference: _____

_____   Copy of your paper/poster abstract

_____   Copy of the confirmation that your paper/poster has been accepted for the conference (invitation letter, copy of the preliminary program showing your name)

Workshop:

Name of Workshop: _____

_____   Copy of the workshop invitation

_____   One-page statement explaining how the workshop will be essential for and beneficial to your research.

Note to Committee Chair: Your student has applied for conference funding; please sign below as an acknowledgement of the student's good standing in the program and to certify that the student will accrue professional benefit from participating in the conference or a workshop.

Signature of committee chair _____ Date _____

Name of committee chair (PRINT) _____

For Office Use Only:

☐ Approved   ☐ Denied   Date: _____   Signature: _____