

Department of Anthropology
Online Conference Fee Funding Policy
(March 2021)

DEADLINE:

Accepted on a rolling basis 2 WEEKS (14 DAYS) BEFORE THE CONFERENCE DATE BY 12PM. **Incomplete or late submissions will not be accepted nor considered.**

CONFERENCES/WORKSHOPS:

In lieu of transportation expenses due to the travel restrictions of COVID-19, the Department will provide funding for only 1 (one) online conference or workshop fee per student presenting up to \$150. Students must be in good academic standing and presenting at the conference or workshop. 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.

AWARD AMOUNTS:

Awards are for actual costs of conference/workshop fee **up to a maximum** of \$150.

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, or to online conference and workshop registration fees), 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 EXPENSES:

Departmental online conference fee awards are granted on a reimbursement basis ONLY, and only after the conference has been completed. When you have attended the online conference, you must submit receipts accompanied by the Reimbursement/Payment Request form.

Incomplete forms or missing receipts will be returned until submitted correctly.

Submission of Receipts:

- Completed Reimbursement/Payment Request form. **Incomplete forms or missing receipts will be returned until it is submitted correctly.**
- If a receipt is smaller than 8 ½" by 11", please tape it to an 8 ½" by 11" piece of paper, scan, and email to anthro-finance@anthro.ucla.edu.
- Each page must include the student's name and university ID number.
- Submit your reimbursement as soon as the conference/workshop is over to allow both the Department and Travel Accounting enough processing time for payment.

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Name of Student: _____ UID: _____

Year Entered UCLA: _____

Cost of Conference Registration Fee 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.

By submitting this application, you are certifying that you have not applied for, and do not intend to seek, Graduate Division funding for the principal travel expense that is listed in this application. Should a subsequent audit reveal that you have received funding from both the Graduate Division and the Department of Anthropology for the same expense (e.g., the purchase of the same airline ticket, etc.), you will be required to refund the Department of Anthropology the amount provided to you, and will thereafter be ineligible for any future travel support from the Department."

Applicant Signature _____ Date _____

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: _____