

FUNDING GUIDELINES FOR STUDENTS ATTENDING SPECIAL EVENTS OR CONFERENCES

Purpose:

To support professional development and enhance networking opportunities for currently enrolled IR/PS students.*

Eligibility:

- Student must be in good academic standing and currently enrolled at IR/PS.
- Students may be funded once per academic year. If you receive funding to attend the Boston Career Forum, Net Impact Conference, or PMF, you may apply and be eligible for additional funding. However, you will only be eligible to apply for funding up to the maximum regional amount.
- Priority will be given to students who have not been funded previously.
- Before applying for funding, students need to email organization and investigate volunteer opportunities (in exchange for a reduced/free attendance) for the event and/or student rate discount or scholarship. Submit a copy of this email and the organization's response to Nurit with your application.

Process:

- Complete "Career Services Student Funding Application for Conferences/Symposiums (available online at <http://irps.ucsd.edu/career/students/>) and submit electronically to nmandel@ucsd.edu. Submit the request form no later than 2 weeks before event date.
- Complete appropriate University waiver(s) based on Traveler's Checklist (see below).
- If request is approved, we will support the actual cost of attending an event based on the following regional breakdowns or up to 50%, whichever is less:
 - Local Conferences (including San Diego, Orange County and LA)- up to \$100
 - Rest of California - up to \$200
 - Rest of US - up to \$350
 - International - up to \$500 - this does not include students who are currently abroad and already in that country! They would be eligible for up to 50% of their costs of attendance (and no more than \$350)
- Sign up for direct deposit, if you have not already done so. You can do that on TritonLink by following the prompts. This will speed up your reimbursement.
- Reimbursement will occur **after** the event. Students must submit original, itemized receipts (see below for details) to J.V. Agnew (located in 1216) in order to receive reimbursement. Please follow instructions below.
- In return: Students provide information, resources and contacts (Excel format or business cards) to Career Services (who will enter into IRPSCAREERS).

Items for which you can be reimbursed:

- **Travel:** Keep and submit online or paper receipts that show name of person traveling, dates of travel, and amount paid for travel. This includes: planes, trains, automobiles, shuttles, taxis.
- **Hotel:** Keep itemized receipt (breaking down nights stayed, any fees and taxes, etc.) that shows you have paid for the hotel. **If two students share a room, only one of you should pay.** Don't split the bill on two credit cards. (Remember we need an original receipt for reimbursement).
- **Registration fees:** Receipt will include organization name, amount paid and by whom, and dates and name of conference.

Important: Our total amount of funding available for students is limited and will be allocated on a first come, first served basis. Early applications for conferences are encouraged! Please keep all original, itemized receipts. Use economical options and consider ridesharing and room sharing etc. when appropriate. After your return, submit all receipts to J.V. Agnew jvagnew@ucsd.edu for processing and understand that it can take up to 60 days to obtain your reimbursement, depending on University processing time.

Checklist for Student Travelers

(Traveling for Conferences, Employer Outreach, Internships, etc)

All students traveling for school-related activities such as student club/group outings/fieldwork, conferences, employer outreach events, and internships must review the following checklist and complete each item before participating. Please submit copies of each form to the appropriate IR/PS department.

1. Liability Waiver Forms

- a) UC General Waiver of Liability Form - Each student must complete one of the following two UC General Waiver of Liability Forms:
 - Use this form if your participation is voluntary:
<http://www.ucop.edu/riskmgmt/documents/waiver-voluntary.pdf>
 - Use this form if your participation is required:
<http://www.ucop.edu/riskmgmt/documents/waiverrequired.pdf>

- b) IR/PS Waiver of Liability Form - In addition, **if this is for an internship**, you must complete **one** of the following two IR/PS Waiver of Liability Forms: These two forms can be found in the document library section of IRPSCAREERS.
 - IR/PS Domestic Form (for use with internships in the USA)
 - IR/PS Overseas Form (for use with internships outside the USA)

2. Insurance Forms [bring copies of both with you on your travels]

- UC Business Travel Form (use only for travel outside of CA)
<http://www.uctravel.org/servlet/guest?service=0&formId=2>
- Personal Health Insurance OR SHIP (UC Student Health Insurance Coverage -
<http://studenthealth.ucsd.edu/shipabout.shtml>
Note: Make sure to review your coverage.

3. Additional Forms

- State Department Online Travel Form (use only for travel outside of the USA)
<https://travelregistration.state.gov/ibrs/ui/>

Note: Before traveling, review all State Department Warnings & Restrictions