

UC Irvine

Center for Population, Inequality & Policy

Travel requests from graduate students affiliated with CPIP

The Center for Population, Inequality, and Policy expects to be able to provide graduate students who are affiliated with CPIP with some support for travel expenses and registration costs to present at a conference that fits with CPIP's objectives and mission. To qualify, a graduate student affiliate must demonstrate regular attendance at CPIP events and the request for travel funds must be approved by CPIP before travel begins.

CPIP advertises its seminars and workshops in the CPIP newsletter and also has the list of upcoming seminars at <https://www.cpip.uci.edu/newsevents/events/seminars.php> and workshops at <https://www.cpip.uci.edu/newsevents/events/workshops.php>. Register for the events beforehand and sign in at the event to demonstrate that you attended.

To request travel support, email Melinda (mgormley@uci.edu) the following:

- Information about the conference – the name of conference, when and where it will be held, and a link to online information about the conference
- Proof that you are presenting – either an acceptance letter or conference program listing your talk
- Total amount of funding requested and an itemized list of expenses for which you request reimbursement – specify the type of expense (registration fee, airfare, hotel, etc.), the cost of each item, and additional relevant information about the expense

CPIP will review this material and decide to provide either full or partial support.

After the conference has ended, submit all receipts and information about the expenses to Melinda. Include the total amount of funding requested and an itemized list of expenses for which you request reimbursement. Specify the type of expense (registration fee, airfare, hotel, etc.), the cost of each item, the date that the charge occurred, and additional relevant information about the expense.

You need to follow UCI's guidelines for travel:

<https://www.accounting.uci.edu/ap/travel/index.php>.