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Cc: [Julie B. Choi](#); [Lozano, John](#)
Subject: Reminder of the Department's Conference Travel Reimbursement Policy
Date: Wednesday, November 21, 2018 11:59:34 AM

Hello Grads,

The following is a reminder for what you need in order to request the maximum \$300 department conference travel reimbursement.

You may only request this once per fiscal year and you can't retroactively request funds for a previous year if you forgot to submit your request. For this fiscal year, eligibility for travel reimbursement is from July 1, 2018 to June 30th 2019.

To be eligible, you need **proof** that you were a contributor at the conference. For example: "Student travels to Chicago to present at a conference, where the student's name (and that of UC San Diego) is published (poster, website, brochure, program) as a presenter at the conference."

More information can be found at the UC San Diego Business-related Student Travel Website:

<http://blink.ucsd.edu/travel/training-guidelines/student.html#UC-San-Diego-business-related-s>

The Travel Form (which must be completed) can be found here: http://blink.ucsd.edu/_files/travel-tab/Student%20Certification%20for%20Business%2005.pdf

John Lozano, our Financial Manager (jplozano@ucsd.edu), handles these requests; you can leave the aforementioned Travel Form in his mail box and if I (or Julie) need to sign off, he'll make sure the form gets to one of us.

Lastly, please keep in mind that this is a *different* process and pool of funds than the [GSA Travel Grant Program](#).

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