



Academic Affairs Commission Travel Grant Mini Fund

Guidelines

I. About

A. Undergraduate Student Association Council

1. The Undergraduate Student Association Council (USAC) is comprised of 15 elected undergraduate members. USAC is the governing body of the Undergraduate Student Association (USA), which consists of all UCLA undergraduate students.

B. The Academic Affairs Commission

1. The Academic Affairs Commissioner is one of the 14 elected undergraduate student body officers. This officer is in charge of the Academic Affairs Commission (AAC), the liaison between the undergraduate body, USAC, the Academic Senate, and administration, in order to represent the Associated Students on all matters of educational policy and academic affairs. AAC is responsible for providing programs, initiatives, and activities that enhance the educational environment at UCLA.

C. Academic Affairs Commission Director of the Travel Grant Mini Fund

1. The Director of the Travel Grant Mini Fund is chosen by the Academic Affairs Commissioner each year. The Director of the Travel Grant Mini Fund is the governing body of the Travel Grant Mini Fund. The Director of the Travel Grant Mini Fund has 2 responsibilities: (1) deciding the allocations of applicants for both undergraduates and student groups and (2) overseeing the process of application for the Travel Grant Mini Fund.

D. Academic Affairs Commission Travel Grant Mini Fund

1. The purpose of the Academic Affairs Commission Travel Grant Mini Fund is to support UCLA undergraduate students and student groups with their academic endeavors. The Travel Grant Mini Fund **provides grants for their travel and accommodation expenses during these academic events**. By mitigating possible financial constraints of academic travel, the Travel Grant Mini Fund hopes to provide equal opportunities to students.
2. Established in 2016, this Travel Grant Mini Fund is provided through the Social Justice Referendum to help alleviate costs of academic endeavors on UCLA undergraduates of low income and nontraditional backgrounds.
3. The Travel Grant Mini Fund currently is the only **academic-specific travel grant** under USAC.



4. The Travel Grant Mini Fund is a new program to benefit the academic needs of students. It is subject to change for the Winter and Spring Quarter of 2020, in respect to the demands and utilization of funds by individuals and campus organizations in Fall 2019.
5. Each application will be considered for the maximum of funds in accordance to the categorization of the academic events, as determined by the Director of the Travel Grant Mini Fund.
6. The Academic Affairs Commission Director of the Travel Grant Mini Fund reserves the right to alter the requirements of the application at any time, with notice to all recipients.
7. The Academic Affairs Commission Travel Grant Mini Fund Application is available online at:

II. Eligibility

A. Applicant

1. Individual
 - a) Individual must be a UCLA undergraduate student enrolled in at least **eight (8)** quarter units at the time of application.
 - b) Individual must be in **good academic standing** with a 2.0 or greater GPA and not on academic probation.
2. Student Organization (if applicable)
 - a) The undergraduate student organization must be a registered campus organization with **three (3) signatories** and an anti-discrimination form on file with the office of Student Organization, Leadership & Engagement (SOLE).
 - b) Individuals taking part in academic event underneath the undergraduate student organization must adhere to Section II.A.1.

B. Deadlines

1. The Academic Affairs Commission Travel Grant Mini Fund Application will open on a **first-come, first-served basis**, beginning on the following schedule for the 2019-20 academic year:

Fall Quarter: Friday of Week 2
Friday of Week 5
Friday of Week 7
Winter Quarter: Friday of Week 2
Friday of Week 5
Friday of Week 7
Spring Quarter: Friday of Week 2
Friday of Week 5



Friday of Week 7

C. Events Eligibility

1. Definition

- a) Defined as large gatherings organized by a reputable group or movement for the purpose of discussing, networking, training and preparing for academic/post-college professional work.
 - b) Includes, but is not limited to:
 - (1) Presenting research/work to a university or company
 - (2) Symposiums in the student's field of study
 - (3) Academic and Leadership-Based Conferences
 - (4) Graduate/Professional School Informational Sessions
 - (5) Graduate/Professional School Interview
 - (6) Promotion of Academic Success
 - c) This fund **DOES NOT** cover the cost for student advocacy and lobbying efforts. For advocacy and lobbying purposes, please refer to the Bruin Defenders grant.
 - d) The event must relate to either:
 - (1) The applicant's academic studies and/or post-college professional career.
- AND/OR
- (2) The campus organization's mission statement.
 - (3) Grant may only fund transportation, lodging, and registration fees. For lodging to be paid, UCLA policy requires that the location is at least **50 miles** from campus.

D. Funding Eligibility & Rules

- 1. Funding may not be used for extraneous expenditures.
- 2. Funding may be forfeited if application requirements are incomplete.
- 3. Funding cannot be used for non-UCLA students.
- 4. Funding cannot be used retroactively.
- 5. Funding can be refused if deadlines are not met.
- 6. Funding will be capped at \$500 per event per person.
- 7. Funding will be administered to the organizing delegation leader, limited to costs associated with registration, transportation, and lodging.
- 8. All requisition forms must be submitted **by Friday of Week 10** of the quarter to the Director of the Travel Grant Mini Fund in the AAC-office mailbox on Kerckhoff Hall 3rd floor by 6:00 PM.



9. All receipts and proof of payments must be turned in ***no later than 1 week*** after the attendees returned from the event.
10. Grants account for airfare, lodging, ground transportation, and gas reimbursements only.
 - a) Air fare expenditures are capped at **\$400 per person.**
 - b) Ground transportation expenditures are capped at **\$100 total.**
 - c) Lodging expenditures are capped at **\$150 per night** and should accommodate all individuals traveling.
 - d) Gas reimbursement expenditure is at the discretion of the vehicle used.
 - i) The vehicle used needs to be under the ownership of one of the students going to the event; no rental car will be covered under the Academic Affairs Commission Travel Grant Mini Fund.
11. If receiving money from other sources (e.g. department grants, outside scholarships, etc), your total funding cannot exceed your total expenses.
12. Any line items that are not approved are subject to forfeited funding.
13. All allocations will be made without regards to viewpoint and shall be based solely upon viewpoint neutral criteria.
- E. Funding Line Items: Each application will be considered for the maximum funds depending on the categorization of the event determined by the Director of the Travel Grant Mini Fund.
 1. Transportation
 - a) Costs cover airfare, bus, and cab fee.
 - b) Airfare is limited to standard economy (coach) class. All groups' airfare must submit prices or quotes. International airfare can only be covered by the Travel Grant Mini Fund on a US carrier.
 - c) Costs including cab fare, Uber/Lyft, and commuter buses may be applied for as reimbursable expenses under transportation.
 2. Lodging
 - a) Lodging is to cover accommodations that are necessary for the organization to use during their travel.
 - b) Costs will cover hotels, motels, centers, suites or any other contracted overnight stay.
 - c) In order to be considered for lodging expenses, the organization at minimum is required to submit official documentation from the vendor or company, a list of rooms, the number of students per room, and the dates (start and end date). A quote will also suffice.



3. Subsidized Meals

- a) Meals may be subsidized up to **\$15 per person per day** at the location of the event. **Note:** Meals for 1-Day Trips cannot be subsidized, in par with UCLA Policy.

III. Application Requirements

A. Basic Requirements

1. It is required that the Academic Affairs Commission Travel Grant Mini Fund Application is submitted ***no later than three (3) weeks prior*** to the event for consideration of funding. Applications *will not* be reviewed during winter break, so plan accordingly.
2. All student groups and/or individuals must submit supporting documentation with their application where appropriate, including, but not limited to: hotel booking confirmations, travel quotes, itinerary, agenda, breakdown of co-sponsorships, list of attendees, etc.
3. Any additional supporting documentation requested by the Director of the Travel Grant Mini Fund must be submitted **1 week prior** to the event. **In order to be reimbursed, we require that you provide original receipts only for all expenses.** Failure to do so may result in penalized funds, including, and up to full forfeiture of allocated funds.
4. Applications that meet the defined prerequisites will be approved on a first-come, first-served basis, beginning when the application periods open, until the quarterly budget allocation has been exhausted.
5. By applying, the applicant agrees to writing a 200-500 word testimonial. The testimonial **must include** the mission and background of the organization, their experience, and what they accomplished.

B. Application Tiers

1. In order to provide grants to as many individuals and student groups as possible, each individual or campus organization can receive grants only once a quarter. The maximum fund that can be allocated per quarter is **\$500 for an event.**
2. Groups are encouraged to apply multiple times to this grant, but funding is not guaranteed for repeated group applications.
3. Each application will be considered for maximum funds depending on the categorization of the event. This categorization is determined by the Director of the Travel Grant Mini Fund.
4. Funds will only be appropriated and disbursed in the event of an application approved by both the Academic Affairs Commissioner and the Director of the Travel Grant Mini Fund.



C. Application

1. All applications will be reviewed by the Director of the Travel Grant Mini Fund and the Assistants to the Director of the Travel Grant Mini Fund. Many aspects will be reviewed, including, but not limited to: quality of response, completeness of application, intentionality of event, etc.

IV. Awarding and Payment

A. Awarding

1. Following the application review, the Director of the Travel Grant Mini Fund or the Assistant to the Director of the Travel Grant Mini Fund will email the allocated amount and further instructions on reimbursement.
2. In applying for this grant, the applicant agrees to hand over the necessary reimbursement paperwork to the Director of the Travel Grant Mini Fund.
3. Total awards allocated by the Academic Affairs Commission are capped quarterly as follows:

Fall Quarter: Maximum Total Allocation of \$7,767

Winter Quarter: Maximum Total Allocation of \$9,223

Spring Quarter: Maximum Total Allocation of \$9,223

4. If there are excess funds at the end of a quarter, they will be rolled over to the Maximum Total Allocation of the following quarter.
5. **All allocations will be made without regard to viewpoint and shall solely be based upon viewpoint-neutral criteria.**

B. Payment

1. All proof of payment and receipts must be submitted to the Director of the Travel Grant Mini Fund of the Academic Affairs Commission within **one week** of the applicant's return. Failure to do so may result in the forfeiture of funds.

Any additional questions or concerns should be directed to aactravelfund@gmail.com.

Application link: <http://bit.ly/TRAVELGME>