

Global Health Pathway: Application for supplemental conference funding

DGSOM's Global Health Program values the experience students gain from presenting their scholarly work at relevant domestic or international conferences and, as such, offers funding to help Pathway students cover expenses associated with conference attendance. All Pathway students with an accepted abstract can apply for up to \$1,000 in supplemental conference funding from the Global Health Program as long as they are the presenting author of the work. This funding is available if the student's primary mentor cannot support funding from other sources (e.g., grant), and can be awarded in addition to the DGSOM's [Student Affairs Office](#) conference funding (up to \$600).

Conference funding requirements:

- You must have an accepted conference abstract (oral or poster) and be the primary presenter of the work.
- You must request a brief email or letter from your mentor describing your contributions to the scholarly work and confirming that he/she does not have enough funds available to support your attendance (or, if he/she does, how much funding can be provided).
- Please ask DGSOM's [Research Advisor, Medical Student Research & Scholarship](#) to e-mail Dr. Traci Wells (twells@mednet.ucla.edu) confirming that you have already received (or will be receiving) funding from the Student Affairs Office.

Please note, you are allowed supplemental Pathway funding once per academic year that you are participating in the Pathway as long as you are in compliance with Pathway requirements, including timely submission of quarterly reports.

Please review the travel reimbursement guidelines and complete the funding application below.

Reimbursement guidelines

All travel funding requests are approved on a cost-reimbursement basis. This means you will be approved for reimbursement after travel has been completed and will need to submit original receipts and documentation as per UCLA Travel policy. Funding cannot be provided in advance of travel. For students with financial hardship, interest-free short-term loans are available; please stop by the DGSOM Financial Aid Office for more information.

Students must submit the Student Reimbursement Form as well as copies of itemized receipts and/or bank/credit card statements **within 21 days of travel**. Reimbursement requests should be submitted in person and via email to Rachel Abbott, reabbott@mednet.ucla.edu. Please keep copies of all receipts and supporting documentation for your own records.

Please review the items that are eligible for reimbursement:

- Airfare: Only economy airfare will be reimbursed. You cannot be reimbursed for points redeemed for lower airfare costs or mileage tickets — only for actual dollar amount paid. Air tickets should display your full name, airline, flight number, dates of travel, destination, and method of payment.
- Hotel: Your receipt should be the final hotel bill and include itemized charges (including taxes and fees) with the total amount paid in full. A confirmation of your reservation is not adequate. Ensure that your name and the dates of the hotel stay are clear and that the method of payment is shown. Note: Airbnb is reimbursable with the same rules as stated for hotels.
- Conference registration (with proof/method of payment).
- Driving: UCLA reimburses for mileage, and the total mileage will be calculated for reimbursement.
- Food: Reimbursements for food purchased during domestic travel will be covered for up to \$62 per day with itemized receipts. Alcohol is a non-reimbursable expense. International food is based on a maximum threshold set by the [US State Department](#). Receipts are strongly recommended for international food expenses, but are not required.
- Taxi, Uber or Lyft, with receipts/method of payment.

Please note, for any travel booked via the internet (airfare, hotel or packages), UCLA has strict policies on the documentation required for reimbursement: [Policy on Internet Packages](#).

The processing of reimbursements will take at least **4-6 weeks minimum**, and will be delayed if there are missing items in your submission package. All payments are mailed to the address on file in your BAR Account, so please make sure all your information is accurate and up to date in the system prior to submitting a reimbursement request.



Global Health Pathway: Application to request supplemental conference funding

Please complete and submit this form to Rachel Abbott, reabbott@mednet.ucla.edu.

Name (First, Last): _____

University ID Number: _____

Year in Medical School: _____

Conference Title: _____

Conference Location: _____

Conference Dates: _____

Project Mentor / PI Name: _____

Project Mentor / PI Department: _____

Project Mentor / PI E-mail: _____

Project Mentor / PI Financial Contribution (if mentor is unable to contribute, please enter "0"):

DGSOM Student Affairs Office Research Conference Funding Contribution (if none, please enter "0"):

Other conference funding (enter source and amount; if none, enter "0"): _____

ANTICIPATED BUDGET

Airfare (if none, enter "0"): _____

Hotel, per night and total (if none, enter "0"): _____

Conference Registration (if none, enter "0"): _____

Anticipated daily food cost: _____

Other expenses such as internet and local transportation (if none, enter "0"): _____

Total conference budget: _____

Total requested from the Pathway (up to \$1000): _____

- 1) Attach accepted abstract (with authorship list) and/or any other supporting documents
- 2) Attach E-mail or other documentation indicating conference acceptance of the attached work and showing you are the presenting author.
- 3) Attach a brief email or letter from your mentor describing your contributions to the scholarly work and confirming that he or she does not have funds available to support your attendance at the conference (or if he/she did contribute, to what amount).

Name: _____

Signature: _____

Date: _____