Academic Affairs Commission
Travel Grant Mini Fund (TGMF) Guidelines

I. About

1. Undergraduate Student Association Council

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

2. The Academic Affairs Commission

    a. The Academic Affairs Commissioner is one of the 15 elected undergraduate student body officers. This officer is in charge of the Academic Affairs Commission (AAC) and 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.

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

    a. 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 and the Academic Affairs Commissioner make up the governing body of the Travel Grant Mini Fund. The Director of the Travel Grant Mini Fund has two responsibilities:
        i.   Overseeing the application process for the Travel Grant Mini Fund
        ii. Deciding allocations of applicants for undergraduates and student groups

4. Travel Grant Mini Fund Information
    a. Established in 2016, this Travel Grant Mini Fund is provided through the Social Justice Referendum to help alleviate the costs of academic endeavors for UCLA undergraduates of low income and nontraditional backgrounds.
    b. 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.
    c. The Travel Grant Mini Fund currently is the only academic-specific travel grant under USAC.

d. Each application will be considered for the maximum of funds in accordance with the categorization of the academic events, as determined by the Director of the Travel Grant Mini Fund.

e. 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.

II. Applicant Eligibility

1. Individuals

   ❖ Must be a UCLA undergraduate student enrolled in at least **eight (8)** units at the time of application
   ❖ Individual must be in **good academic standing**, maintaining a 2.0 or greater GPA

2. Student Organization

   ❖ 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).
   ❖ Individuals taking part in academic events underneath the undergraduate student organization must adhere to Section II.A. (Individuals).

III. Event Eligibility

❖ 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.

❖ Includes, but is not limited to:

1. Presenting research and/or work to a university or company
2. Symposiums in the applicant's field of study
3. Academic and Leadership Conferences
4. Graduate/Professional School Informational Sessions
5. Graduate/Professional School Interviews
6. Promotion of Academic Success

❖ This fund **DOES NOT** cover the cost for student advocacy and lobbying efforts. For advocacy and lobbying purposes, please refer to the **Bruin Advocacy Grant**.

❖ Event must relate to **at least one (1) category defined below**:

1. The applicant's academic studies and/or post-college professional career.
2. The campus organization's mission statement.

IV.   Funding Eligibility

The guidelines regarding the eligibility of programs for funding are that:

1. Funded programs may not primarily be for the personal benefit of the student applicant or organization in question.
2. **Funding may not be used for extraneous expenditures**.
3. Funding may be forfeited if application requirements are **incomplete** as outlined in these guidelines (deadlines, submissions, etc.).
4. **Funding cannot be used for non-UCLA students**.
5. Funding will not be granted retroactively.
6. Funding will be provided to the organization leader, limited to costs that have been verified by receipts or invoices.
7. **All receipts and proof of payments must be turned in no later than one (1) week after returning from the event**.
8. Funding Limits are provided below **(total allocation limit $500/person per event)**: The Funding Director reserves the right to modify funding limits on a per-application basis.
   1. Airfare/Transportation: **up to $400/person**
      a. Limited to standard economy (coach).
      b. Cab fares, Uber/Lyft, and commuter buses are reimbursable expenses under this fund.
   2. Ground Transportation (Individual Applicant): $100 total
      a. Includes FlixBus and Charter Bus
      b. Bus Passes and Go Metro passes are also included
   3. Lodging: $150/night/room **(>50 miles from UCLA, cannot be modified)**
      a. Costs covered include hotels, motels, centers, suits, Airbnb's, etc.
      b. **To be considered, official documentation or quote is necessary including the number of rooms and length of stay.**
   4. Gas Reimbursements
      a. The vehicle used must be owned by one of the students going to the event. **The Travel Grant Mini Fund is unable to reimburse rental car fees or related expenses**.
   5. Meals: **$15/person/day (cannot be modified)**
      a. Meals for 1-day trips cannot be subsidized in accordance with UCLA Policy.
9. **Telecommunication**
   1. Telecommunication is used to cover accommodations that are necessary for the student to participate in programming and hosting virtual events during university-wide remote learning and/or a global pandemic.
   2. Telecommunication expenses DO include and relate to Wi-Fi costs and technology subscriptions, but DO NOT include purchasing equipment.

V. Deadlines

1. Applicants must submit a completed, typed application to the Academic Affairs Commission via our application on the USAC Funding website at least **two weeks prior to the date of the proposed program**.
2. Applications will be processed as soon as they can in the order they are received.
3. In addition, an evaluation must be completed and returned to the Funding Director by completing a form no later than two weeks after the date of the proposed program.
4. The last day that TGMF will accept applications each quarter will be until a third of our total funding pot for the Academic Year has been allocated. Given this, TGMF will open up to receive applications 3 times during an academic year: Monday of week 1 in Fall, Winter and Spring. TSRF will continue to accept applications each quarter until either (1) a third of our total fund has been allocated, or (2) Friday of Week 10 of the quarter, whichever comes first.
5. To facilitate campus-wide transparency and knowledge about the status of this fund, the finance directors must offer weekly updates about TGMF's status of fund availability via an accessible medium (social media, council meetings, etc).

VI. Awarding and Payment

A. Awarding
1. Following the application review, the Director or Assistant to the Director of the Travel Grant Mini Fund will email the allocated amount and further instructions on reimbursement (from financeaac@usac.ucla.edu).
2. In applying for this grant, the applicant agrees to procure the reimbursement paperwork to the Director of the Travel Grant Mini Fund.
3. 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.
4. All applications will be reviewed without regard to viewpoint and shall solely be based upon viewpoint-neutral criteria.
5. **Funds will not be retroactively allocated.**
6. **TGMF will have 10.5k to distribute in Fall 2023**

B. Payment
1. All proof of payment and receipts must be submitted to the Director of the Travel Grant Mini Fund by email within one week of the applicant's return. **Failure to do so may result in the forfeiture of funds.**
2. Electronic payment (Venmo, Zelle) and cash payments are **not** accepted.

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Any additional questions or concerns should be directed to **financeaac@usac.ucla.edu**. **Apply online** at usac.ucla.edu

Office Hours (by appointment only): bit.ly/tgmf-oh Evaluation Form: bit.ly/tgmf-eval