**Conference and Professional Development Fund Release Request**

Per the admission offer letter, Ph.D. students in Education are provided an allocation of $2500 in professional development support. These funds can be utilized at any point during their academic career at UCI. These funds are most commonly used to support conference attendance or conference presentations.

|  |  |
| --- | --- |
| Student Name: |  |
| Faculty Advisor: |  |
| Type of Activity: (Conference, Workshop, etc) |  |
| Date(s) of Activity: |  |
| Weblink to Activity: |  |

Projected Budget:

|  |  |
| --- | --- |
| Expense Type | Estimated Cost ($) |
| Registration |  |
| Airfare (Coach or Economy Only) |  |
| Transportation (Coach or Economy Only) |  |
| Lodging ($275 per night stay) |  |
| Meals ($62 per day) |  |
| Other Description: |  |
| Other Description: |  |

Be sure to attach proof of purchase or copy of expected cost of expense.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Student Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Faculty Advisor Signature

**Guidelines**

Students can submit their request to draw down their funds 45 days before or after the activity to School of Education’s Student Services Officer. As part of this request, students will need to complete the following:

1. Request form, signed by the faculty advisor
2. Projected Budget
3. Proof of purchase(s) or expected cost of expense\*. For example, if looking to book a hotel, submit your proof of search that confirms expected cost of stay.   
   \*Meal allocations do not need proof of receipt or expense.

Below are guidance/restrictions as it relates to specific expense types.

|  |  |  |
| --- | --- | --- |
| Expense Type | Amount/Cap | Notes |
| Airfare-  Coach or Economy only | Cost of Travel | Provide proof of purchase or copy of expected cost of itinerary. Connexxus is a resource available for booking: <https://accounting.uci.edu/travel/book/connexxus.html> |
| Train-  Coach or Economy only | Cost of Travel | Provide proof of purchase or copy of expected cost of itinerary. |
| Lodging | $275 per night stay | Per UCI Campus Policy <https://accounting.uci.edu/travel/book/meals-lodging.html> |
| Meals | $62 per day | Per UCI Campus Policy <https://www.accounting.uci.edu/travel/reimbursement/meals-incidentals.html> |
| Mileage | $0.625 per mile | Per UCI Campus Policy <https://www.accounting.uci.edu/travel/reimbursement/mileage-rates.html> |