

March 2020

## Doctoral Student Travel Grant Funding - Travel Cancellation/Reimbursement Guidance

The following guidance is provided in relation COVID-19 and its impact on Graduate Student travel. Please note that all nonessential international and/or domestic travel is banned until further notice which includes all conference and/or research travel. If you have further questions, please contact Fellowships and Financial Services at [gdsupport@grad.ucla.edu](mailto:gdsupport@grad.ucla.edu).

If your conference and/or research travel has been canceled/amended as a result COVID-19, your first step, regardless of how the travel was purchased, is to request reimbursement directly from the airline or vendor you booked your airfare, hotel, or conference registration with.

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Q1. Can we be reimbursed for non-refundable travel expenses if the vendor elects not to provide a full refund and/or credit as it pertains to Doctoral Travel Grant (DTG) funding?

A1. DTG funding may be utilized to cover only the non-refundable portion of travel expenses along with possible change and/or cancellation fees.

Q2. Do I need to provide documentation as it relates to non-refundable travel expenses and/or change/cancellation fees?

A2. Yes. You must provide documentation to substantiate the vendor's policy regarding refunds along with providing receipts showing original applicable charges as well as payment.

Q3. Can DTG be used when the travel vendor has already provided a credit for a future booking?

A3. If the travel vendor has provided a credit, DTG cannot be used in lieu and/or supplement the credit. Please wait until after the future trip to submit your reimbursement request.

Q4. If I am seeking to use DTG funding in relation to covering non-refundable charges and/or other miscellaneous fees, what is the eligibility period regarding such requests?

A4. Students may seek funding for such expenses for travel that was or will occur between February 15, 2020-June 30, 2020.

Q5. Can I be reimbursed for poster expenses if my conference is cancelled?

A5. Yes with proof that the conference was indeed cancelled.

Q6. I attended a conference but at some point, the organizers cancelled the remaining portion resulting in additional travel expenses outside my original anticipated costs. Can I be reimbursed for these supplemental charges?

A6. Yes, you can be covered for these expenses up to your DTG allocation balance.

Q7. If my travel insurance is covering associated charges with my cancellation or disruption in travel, can I seek reimbursement via DTG as well?

A7. No, you cannot as your travel insurance provider is already doing so.