FISCAL SUPPORT POLICY
Updated September 2021

Graduate Student Travel Support
Intercampus Travel
- Funds are limited to travel to other UC campuses
- Travel grants are considered on a first come, first serve basis
- Transportation costs only Airfare booking and baggage fees are NOT covered
- Only 1 trip with a $250 allowance per year
- Since it is your research and considered for your benefit, funds are paid as stipends
- Stipends are considered taxable income

Attendance at conferences or presentations at seminars are NOT allowable. Intercampus Exchange Program applications are located in the mailroom, CPMC 176.

Departmental Travel Funds
The Department MAY offer travel grants. The Graduate Student Advisor will send out a call for applications via email. It is your responsibility to check your UCSD email.

Request for Departmental Resources
Course/Activity Support
- Funds are intended to support instructional activity
- Once you submit the online form, it will be reviewed by the Department's Business Officer and/or Chair
- The request form is on the Intranet / Request Forms:
  http://music-cms.ucsd.edu/intranet/forms/request_departmental_resources.html

Honoraia
If the request is for honoraria, provide the person's name and email address. You may NOT pay honoraria directly. Honoraria must be requested and approved <u>in advance</u> and the payment must be processed through the Fiscal Office. We cannot reimburse any student for honoraria he/she has provided guests.

Please note, it is against University policy for one student to hire another UC student. No Exceptions.

Programs
Please read the guidelines on the Publicity & Promotions page (intranet).
The department will provide <u>up to $25</u> toward the cost of your printed programs for supported performances. You may send the file to mus-publicity@cloud.ucsd.edu to have it printed (at least one week prior to your recital), or you may print it yourself and the department will reimburse you for up to $25. Please note: You will be responsible for any cost overruns. It's recommended that you keep it simple: adding color, images or upgrading paper stock always adds to the cost.