

FISCAL SUPPORT POLICY

Updated June 2019

Graduate Student Travel Support

Intercampus Travel

- Funds are limited to travel to other UC campuses
- Travel grants are considered on a firstcome firstserve 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
- The Request for Departmental Resources form needs to be signed by a faculty sponsor
- Submit the completed form to the Fiscal Manager, CPMC 193. It will be reviewed by the
- Department's Business Officer and/or Chair

The forms are located on the intranet:

http://music-cms.ucsd.edu/intranet/forms/request_departmental_resources.html

HONORARIA - 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 in advance 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 up to \$25 toward the cost of your programs. 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.