

# Dissertation Year Fellowship Recipient Research Allowance Form

Up to \$500.00 is available as a reimbursement for dissertation expenses incurred during the tenure of your fellowship. The funds are paid in the form of a stipend. For international students, this means that appropriate taxes will be withheld. Allowable expenses include: travel to a research site, expenses to attend a conference or professional meeting (travel, hotel, fees), purchase of books, photocopying and dissertation copying costs, software/computer supplies/computer time, research supplies (e.g., audio/video tapes, chemicals, inexpensive electronic storage media, etc.), photographic supplies and professional journal reprints. Permanent equipment (computer hardware, cameras, etc.) purchases will not be reimbursed.

To receive funds, complete this form and submit it **before you file your dissertation** to:

UCLA Fellowships Services  
1252 Murphy Hall, Box 951419  
Los Angeles, CA 90095-1419

Once you file your dissertation, you are no longer eligible for this reimbursement.

- Original receipts and copies of proof of payment (e.g., bank or credit card statement) are required with this form or within 30 days of the request. Please tape or paste receipts onto a separate 8 1/2 by 11 page and include your name & UID number in the lower right hand corner.
- Review, sign, and submit a copy of the Graduate Division *General Conditions for Student Travel* form, available at [www.gdnet.ucla.edu/asis/stusup/travelcndtns.pdf](http://www.gdnet.ucla.edu/asis/stusup/travelcndtns.pdf).
- Note: Airline and hotel packages booked online cannot be reimbursed. If they are booked separately, that will be reimbursable.

You may incur expenses any time during the tenure of your fellowship, usually September through June, but the final deadline to apply for support is the **first Monday in June**.

Name: \_\_\_\_\_ Student UID: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Dissertation Chair: \_\_\_\_\_

**If Attending a Conference:**

Name of Conference: \_\_\_\_\_

Location: \_\_\_\_\_ Dates: \_\_\_\_\_

Title of Paper: \_\_\_\_\_

Allowance	Expense (Description)	Cost
Total expenses may exceed \$500; however, the Graduate Division will reimburse only up to \$500.	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	(Use additional page if necessary)	\$ _____
	<b>Total</b>	<b>\$ _____</b>

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dissertation Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_