

# **GRADUATE STUDENT GUIDE:**

THE ADMINISTRATIVE AND FINANCIAL ASPECTS OF LINGUISTICS

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NAME

ACADEMIC YEAR 2018-2019

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## Part I: ADMINISTRATIVE

### Copier/Scanner/Printer

Our copy/scanner/printer machine is the Xerox D95 which is located in 3128 Campbell Hall. On occasion, it will DO all the duties it is assigned in a timely manner. Should you need any help in reviving, manipulating or accosting this machine, please seek help from me (Liya) or any work study student in the Linguistics Main Office – 3125 Campbell Hall.

In order to make copies or scan from the Xerox, you will need a copy code. You will be handed them along with your keys. You should NOT share your code. You will be responsible for every copy made on this code. If you forget your code, please come see me.

Should there be a need to either change a copy code at any time or delete a copy code, please let me know. If you have any other questions regarding the copy machine, I'll be glad to assist you. =)

If you would like to add this device to your own computer, please contact our Department Technology Analyst, Omar Casillas, at [omar@humnet.ucla.edu](mailto:omar@humnet.ucla.edu).

### Keys

Because of the costs that it takes to duplicate keys, it is required that all keys will need a deposit. All deposits will be returned when keys are returned to the department.

For those of you that do not have keys yet, please come see me ASAP. You will sign out keys onto the key log. The initial set of keys will require a \$5 deposit fee. Any **replacement** key after that, will incur **another \$5 deposit** for each key.

Here is a standard list of keys that you all should have:

- #9 - Reading room offices - rm. 2124
- #10 (L88) – Reading Room and Kitchen – rm. 2124 and rm. 2125
- #41 (J112) – Linguistics Main Office key and Copy room key – rm. 3125 and rm. 3128
- #51 (C496) – Building door key for Campbell Hall

Also there are VARIOUS desk keys. Depending on the desk you're assigned, there is a number written on the lock in the desk. Some of these keys can be found on the desk itself. If not, please come see me with the key number.

### Events

The UCLA Linguistics Department hosts many events throughout the academic year. To name a few –

- New Graduate Student Orientation
- COLLOQUIA and GLC Meetings
- Open House for Prospective Students
- End of the Year, 5K Walk/Run/Bike

For any event that the Department Chair approves funding to come from department funds:

- Graduate Student Hosts or Committees will meet with me (Liya) to coordinate how funds will be spent.
- I will purchase whatever is needed for the event. It is up to the Graduate Student Hosts or Committees to make sure that deadlines are met – so PLEASE make sure you come to me with enough time for me to make your purchases.
- Any purchases that cannot be made on time will be the responsibility of the Graduate Student Hosts or Committees. Please follow the reimbursement policy stated above to get your purchases reimbursed.

## PART II: FINANCIAL

### Events Reimbursement

For the events that require Graduate Students to pay for items then receive reimbursement:

- The departmental deadline to turn in your receipts for reimbursement is now **35 days after the date of the event**. This is to ensure that I have enough time to submit your expenses and get any additional information from you.

Reimbursements requested from the department MUST follow these guidelines:

- **Complete** and **include** the “Entertainment Expense Reimbursement Request Form” with your reimbursement request (see attachments)
- ALL ORIGINAL RECEIPTS – must have itemization and descriptions of items on the receipt
- **Proof of payment/method of payment** -- if not shown on the original receipt, then please provide copy of the bank statement, credit card statement, and/or transaction detail of the purchases mentioned in the original receipts. (All irrelevant information can be blacked out for privacy)
- **Complete** GUEST LIST – including Full Names and Affiliations (Any Event that has multiple guests)
- **CASH purchases** – I encourage you to **NOT** do cash purchases. On a cash receipt, there aren't any identifiers of the purchaser, such as credit card number/debit card number and/or name (thus the reason we ask for bank/credit card statements). It is this identifier that UCLA accounting looks for when we do reimbursements. In order to insure that you receive your reimbursement properly, we ask that you **ONLY** use traceable payment methods. This will save us time in processing all your reimbursement paperwork.

### Conference Travel Reimbursement

Each Linguistics Graduate Student is entitled to have a portion of their travel covered for conferences where they will be speaking or presenting. Every Fiscal Year (07/01 through 06/30) each Grad Student is allowed a maximum of \$1400 to use towards 1) AIRFARE, 2) CONFERENCE REGISTRATION, 3) LODGING and 4) LIVING EXPENSES (\$30 per day for a max of 3 days - \$90 in total). You can go on as many trips as \$1400 allows. It may be 1 trip or up to 10 trips if you'd like, that's your call.

#### Graduate Student Travel Guidelines

- MAXIMUM Travel Allowance per Fiscal Year = \$1400
  - o MAXIMUM reimbursement for domestic travel = \$800
  - o MAXIMUM reimbursement for international travel = \$1400

#### **BEFORE YOUR TRIP:**

- Complete and include, “Application for Graduate Student Conference Travel Funds” (see attachments).
- Include conference invitation.
- All applications **MUST** have all the necessary signatures before you take your trip.
- Turn in above paperwork to Sara Hosegera, Graduate Student Affairs Officer.

#### **AFTER YOUR TRIP**

- Include a copy of the conference program, showing the title of your talk/poster.
- Include **ALL ORIGINAL RECEIPTS** showing itemization and method of payment.
  - o Copy of your itinerary/plane ticket(s) showing airline details and class of service.

- Include a copy of the bank statement, credit card statement, and/or transaction detail of the purchases mentioned in the original receipts. (All irrelevant information can be blacked out for privacy)
- Once all documents are gathered, please turn in to Sara.
- Sara will record your fund usage then turn in all the paperwork to me for reimbursement.
  - o We ask that you turn in all Graduate Travel Reimbursements within **2 weeks** after your return date listed on your plane ticket.

## **POLICIES**

- The department will not approve retroactive travel funding requests. Reimbursements will only be made for current travel on the current Fiscal Year.
- Conference travel funding will not be approved for students who have missed major department deadlines for progress through the program.
- Conference travel support for the sixth year students will be only for 1) Sixth years who are receiving a TAship/Fellowship per the normal policy, 2) other registered/enrolled sixth years will be funded at 50% of the limits mentioned above. Students beyond sixth year in the program will not receive travel support
- It is to be understood that conference travel funding is not guaranteed. If there is an overwhelming demand for travel money, or another financial emergency, there may have to be funding cutbacks. However, the policy is definitive as a statement of the department's goals for student conference travel.

## **Direct Deposit**

Every year or every hiring period we ask that you sign up for direct deposit.

UCLA has a great new system set up through UC Path. This system allows you to sign up for your direct deposit ONLINE and allows you to make changes to your W-2's, any other withholdings, which bank you'd like your direct deposit to go to etc.

Visit <http://ucpath.universityofcalifornia.edu>

Please note that your first payroll paycheck will payout on November 1<sup>st</sup>.

Should you have any other questions, please contact the grad student advisor, Sara Hosegera.

# UCLA Linguistics - Entertainment Expense Reimbursement Request Form

PAYEE NAME: \_\_\_\_\_

UID: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

RESIDENTIAL ADDRESS: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_

**(FOR NON-UCLA EMPLOYEES ONLY)**

EVENT NAME: \_\_\_\_\_

Select type of Event (Meal costs are inclusive of food and beverages, labor, sales tax, delivery charges and other service fees)

- Breakfast - maximum allowed \$27/person
- Lunch - maximum allowed \$47/person
- Dinner - maximum allowed \$81/person
- Light Refreshments - maximum allowed \$19/person

Alcoholic Beverages Served?  
(If yes, 'unrestricted' funding required)

Yes  
 No

Please state **BUSINESS PURPOSE/JUSTIFICATION** of event:

Please provide additional justification if any of the following occurred:

1. Attendees include Spouses/Partners or Deans
2. Exceeded the maximum per person expenditures for meals

Please list **NAME & AFFILIATION** (business relationship) of **EACH** attendee:

Name of Attendee and Title (if more than 10, attach a separate sheet)		UCLA				Non-UCLA			Affiliation
		Faculty	Staff	Student	Donor	Guest Speaker	Spouse		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

**Please tape all original itemized receipts to a sheet of paper and attach to this form. Don't tape over the print on receipts.**

Date submitted: \_\_\_\_\_

**UCLA Department of Linguistics**  
**Application for Graduate Student Conference Travel**  
**Funds Academic Year: 2018-2019**

**PART I.** *(to be filled out **before** submitting your abstract)*

Student Name:

University ID#:

Mailing Address:

Name of conference:

Title of abstract:

.....

**The signature of your academic adviser:**

*I am aware that my advisee is submitting an abstract at the conference listed above. I have read and approved the abstract, and am willing to provide suitable input for polishing the paper and presentation.*

\_\_\_\_\_

\_\_\_\_\_

Academic Adviser's Signature

Date

.....

**PART II.** *(to be filled out and given to the department SAO **after** your abstract has been accepted for presentation but **before** travel. Include copy of conference invitation/program to validate that you have been invited to present your paper.*

Travel Dates:

Airfare Amount:

Conference Registration Amount:

Lodging:

Number of Days of Conference (for "living expenses"):

**Total Funding Requested: \$** .....

**Your signature:**

*I understand that the Department cannot reimburse my fare unless I present all receipts/proof of payment and have obtained prior approval of conference/abstract.*

\_\_\_\_\_

\_\_\_\_\_

Student's Signature

Date

.....

Submit completed form to Sara Hosegera, 3125A Campbell Hall

**DEPARTMENT USE ONLY**

Date submitted:

Date approved:

Approval signature:

Total to be reimbursed: