

EAGxBerkeley 2024

Travel Support Policy

We are sometimes able to offer financial support to those who need it to attend the conference. This year, we aim to prioritize funding attendees who **absolutely could not attend EAGxBerkeley** without this assistance. As a result, we encourage attendees to find out if they may be eligible for travel help from their employer or university.

Please note that travel support funds are **extremely limited** and we can only accommodate **some requests**. Likely, we might not be able to pay for all of your travel expenses. If you do not end up receiving travel support, this is likely the result of limited funds rather than an evaluation of your potential for impact. **When planning around an event, we'd recommend you act under the assumption that we will not be able to grant your travel funding request** (unless it has already been approved).

If you have any questions about this policy, please contact berkeley@eaglobalx.org.

What funding can I expect?

If your travel grant application is approved, we will cover costs up to a maximum of **400 USD**. We aim to support attendees as much as possible, however due to limited funding, we cannot guarantee that you will receive the full amount.

Because EAGxBerkeley aims to serve the EA community in the Western United States, travel support will be prioritized for applicants in the Western United States who could not attend without it. Travel support for Bay Area attendees will likely be minimal due to the shorter distance required to travel to the conference.

Accommodation

We have a limited number of rooms onsite at Lighthaven that are available at a reduced cost for attendees of the conference. You will get access to the booking link once you are accepted.

We will fund a maximum of **three nights** accommodation unless you have strong reasons to fund more days. If this is the case, please detail your reasons in your travel support application.

How do I request travel support?

You can request travel support in an event's application or registration form. Requesting travel support in your application does not lower your chance of being accepted to the conference. We may offer admission to the conference but not be able to accept your travel support request.

If you've already submitted your application and registration form, you can still request support by completing the following steps:

1. Head to [My Event Registrations](#)
2. Click Review/Manage next to the relevant event name
3. Submit a *Travel Support Request* using the form to the right of your registration record

What does the travel support from CEA cover?

We can cover accommodation and your transport requirements for the conference. This includes economy flights, trains, or buses that are directly related to the conference, and does **not** include transport for out-of-conference meetups, afterparties, or other activities unrelated to the conference. We will only reimburse private transport such as Ubers and Taxis when used out of necessity, and expect public transport is used wherever possible. In exceptional cases, we may cover some amount of other conference-related expenses, such as visa fees.

Travel support funds do not cover the event ticket. You can select a discounted ticket at the checkout (up to 100% discount).

Claiming payment

If you are granted travel support, you will be required to provide receipts to document your expenses. If you are granted an upfront payment to cover your travel expenses, you will be required to return any unspent funds. We will send you the relevant details once the event is over. **Expense claims and upfront-payment evidence should be submitted within two weeks of the event date.**

To let us issue payments more quickly, we ask that you submit a single claim once you have receipts for all the expenses related to the event.

For more information on claiming payments, please see [this FAQ](#).

Group organisers

Requests for travel support are reviewed on an individual basis, so each attendee will need to apply for their own travel support.

Communications

By requesting travel support at any stage of the application or registration process, you agree to receive email communications pertaining to your travel support request — both before and after the event.