



CSULA MORE Programs

Student Travel Request Form

Please complete this form and return it to the MORE Programs Office PS 510 with other information, including **completed** registration forms, name of hotel and phone number, and/or housing office name and phone number. Please photocopy, for your records, all the travel information that you provide to the MORE Programs Office.

The MORE Programs will try to fund as much student travel as possible by using the most economical airfare and hotel accommodations. If there are circumstances that require the use of a particular airline or hotel, please attach an explanation and we will try to accommodate your request. If you have any questions, call us at X3-2395. Thank you.

Student's Name: _____ P.I: _____

Name of Meeting and/or Association _____

Website _____

Date and Time: Departure _____ Return: _____

Are you (check all that apply): presenting paper/poster co-author observer

Dates of Meeting: _____ City: _____

Other MORE Programs participants traveling to this meeting: _____

Registration and Forms: Please attach your completed registration forms to this memo. If there are other forms necessary for this trip, attach them as well.

Please describe the value of this activity to the student's career and/or academic development _____

Signature of P.I. Authorizing Travel: _____

The MORE Programs office will contact your instructors to notify them that you will miss some class time, You should also inform your instructors about your travel plans as early as possible. Please list your courses and instructors to be contacted:

Instructor Name	Course Number	Department

Please be sure to turn this form in to the MORE Programs office well in advance of the meeting deadlines. In any case not later than six weeks before your anticipated travel date.

PLEASE SUBMIT TO:
 MORE Programs Office-Department of Chemistry & Biochemistry
 California State University, Los Angeles Los Angeles, CA 90032
 Phone:(323)343-2395 Fax:(323)343-6411