TRAVEL SUPPORT FOR STUDENT PRESENTATIONS

Program Description

The Travel Support for Student Presentations (TSSP) is a reimbursement program designed to encourage and assist CSULA undergraduate and graduate students whose work has been accepted into a professional/academic conference. Students funded through the TSSP will receive partial reimbursement (up to 70%) of costs for travel, lodging, and conference registration in support of their presentation. If the actual expenses for your trip are significantly less than what were noted in the proposal, then this award will be adjusted to 70% of your actual cost.

Eligibility Criteria

1. Applicant must be a presenter of an oral or poster presentation at a regional, national, or international professional/academic conference.
2. Applicant must have official communication indicating acceptance into the conference.
3. Applicant has not previously been awarded TSSP within the same academic year and does not have access to other funds through Cal State L.A. (State or UAS) to support their presentation.
4. Applications without the necessary attachments will not be considered (i.e. Personal Information, Abstract, Statement of Purpose, Letter of Recommendation, Acceptance Verification, and Budget Estimates).
5. Applicant must be registered as a full time student (full time status) at Cal State L.A.
6. If you have already received Travel Award for Professional Development for this academic year, you are not eligible to also receive this award.

Procedures for Reimbursement

The required forms can be found in the Office of Graduate Studies, Administration Building, room 702. Please call (323) 343 3820 to make an appointment.

Before the Trip

1. Request for Travel Form - Requires applicant’s demographic information and trip destination.
2. Break Down of Expenses Form - Estimated cost of travel including conference registration and related expenses.
3. When Purchasing- Please note that Business Financial Services will not reimburse the applicant if receipts are not in the applicant’s name. Please do not purchase anything for another applicant or ask anyone to purchase anything for you as doing so will disqualify you from receiving reimbursement.

All forms must be completed 10 days prior to domestic travel and 30 days prior to international travel.
After the Trip

1. **Travel Expense Claim Form** - Expenses broken down by date. This form must be submitted within 30 days of returning from conference.
2. **Receipts** - Official vendor receipts (not invoices or booking confirmations) are required for all covered travel expenses. Receipts have to show that payment was accepted. Airfare must have a flight itinerary as well as payment. Hotel reimbursement will only cover a percentage of 2 nights regardless of length of stay.
3. **Conference Program** - A copy of the front of the program along with the page where the applicant’s name appears.

**PLEASE NOTE THAT IF REQUEST FOR TRAVEL AND BREAK DOWN OF EXPENSES ARE NOT SUBMITTED 10 DAYS PRIOR TO DOMESTIC TRAVEL AND 30 DAYS PRIOR TO INTERNATIONAL TRAVEL, THE OFFICE OF GRADUATE STUDIES CANNOT GUARANTEE TRAVEL REIMBURSEMENT. ADDITIONALLY, REIMBURSEMENTS WILL NOT BE ISSUED UNTIL THE TRAVEL EXPENSE CLAIM FORM AND RECEIPTS ARE SUBMITTED AFTER TRAVEL.***

Additional Information

1. TSSP will not cover the cost of travel already completed.
2. TSSP will not cover the cost of food.
3. No more than two authors of a co-authored paper will be eligible to receive funding.
4. Applicants will be notified via their **CSULA email** of the decision.
5. Awards will be made until all funds are expended.
6. No more than seven (7) applicants will be funded per conference to allow funding opportunities for all disciplines. The awards for each conference will be given on a first come, first serve basis based on **complete** applications.

*Contact the Office of Graduate Studies, ADM 702 for more information on reimbursement procedures and forms.*

By signing this document, I am confirming that I have read the above descriptions, terms, and conditions. I understand that by signing this document, I am acknowledging that I understand the above conditions and that I will be held to the above terms and conditions.

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Print name      Signature and Date