**ACADEMIC APPLICATION**

**SUPPORT FOR UNDERGRADUATE STUDENT TRAVEL (SUST)**

**College of NSS, Cal State LA**

**Personal Information:**

Name Last First

CIN#

Address Street City State ZIP

CSULA Email (required) Telephone

Major: GPA:

Expected Date of Graduation

 Sem /Yr
Degree Expected:

**Conference Information:**

Name of Conference: \_

Location of Conference:

Travel Dates: \_

Presentation Title: \_

***Note: No more than two (2) authors of a co-authored paper will be eligible to receive funding and no more than seven (7) applications will be funded per conference.***

# If you have already received the Support for Undergraduate Student Travel Award for this academic year, you are not eligible to receive this award again in the same academic year.

**Estimate of Expenses** *(Please include printed estimates from vendors you will likely use)*

|  |  |
| --- | --- |
| **Item** | **Cost, w/tax if applicable** |
| **Registration Fee:** |  |
| **Transportation (University max. rate caps apply):** |  |
| **Lodging (University max. room rate per night caps apply, 2 nights max.):** |  |
| **Other:** *(e.g. public transportation, taxi etc.)* |  |
| **Total:** |  |

\*Attach as a separate sheet if needed

# Please Attach the Following to the Application

**Abstract:**

Please provide an abstract (200 word limit) summarizing the focus of your thesis or culminating project. Indicate all authors.

# Statement of Purpose:

One page statement from the applicant indicating the importance of the presentation to their educational objective as well as the need for financial support (please list travel funds available from other sources).

# Letter of Recommendation:

One page letter of recommendation from faculty sponsor indicating the importance of the conference for the student.

# Acceptance Verification:

Print or copy verification that the presentation has been accepted to a professional/academic conference (*official email, letter, schedule, brochure, website etc*.).

# Estimates:

Please provide printed estimates for all expenses listed on page one. Estimates may be found online or by contacting vendors.

## When booking, please note that receipts that combine hotel and airfare are ineligible for reimbursement. SUST will not cover the cost of food if the trip is not longer than 24 hours, but will cover transportation costs for day trips. Maximum hotel rates and plane fares as determined by the University will apply.

By signing below, you and your faculty advisor acknowledge that:

1. The applicant is PRESENTING at a professional/academic conference
2. The applicant does not have access to other funds through Cal State LA (Federal, State, ASI, and/or UAS) to support travel for student presentation.
3. The project **Abstract, Statement of Purpose, Acceptance Verification and Estimates** have been reviewed and approved by the faculty advisor

|  |  |  |
| --- | --- | --- |
| Student \_ |   |   |
| Print | Signature | Date |

|  |  |  |
| --- | --- | --- |
| Faculty  |   |   |
| Print | Signature | Date |

**Submit all documents to: NSS Dean's Office ASC – Rosser Hall, 223**

Revised by NSS College Resources Committee

Approved by NSS Steering Committee

Received by Dean