



# CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

## Office of Graduate Studies Travel Support Program Description: Travel Support for Student Presentations (TSSP) and Travel Support for Professional Development of Graduate Students (TSPD)

*Assembly Bill 1887 has been repealed and all states are now eligible, effective 9/13/2023 for travel funding support.*

### Travel Support Program Descriptions:

#### Travel Support for Student Presentations (TSSP)

The Travel Support for Student Presentations (TSSP) is a reimbursement program designed to encourage and assist Cal State LA 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 renting a vehicle the student must rent from the **CSU approved vendors** (*Enterprise or National*) when possible. **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.**

#### Travel Support for Professional Development of Graduate Students (TSPD)

The Travel Support for Professional Development of Graduate Students (TSPD) is a reimbursement program designed to encourage and assist CSULA graduate students to participate in professional development activities that will foster their educational and career goals. Students funded through the TSPD will receive partial reimbursement (up to 50%) of costs for travel, lodging, and conference registration. If renting a vehicle the student must rent from the **CSU approved vendors** (*Enterprise or National*) when possible. **If the actual expenses for your trip are significantly less than what were noted in the applicant's estimates, then this award will be adjusted to 50% of your actual cost.**

**Please note that up to 100 % will be reimburse of the registration fee and membership only for attending a Virtual Conference.**

### Eligibility Criteria

Timeline: Domestic Travel applications must be submitted **30 days prior to departure** and International Travel applications must be submitted **45 days prior to departure** (International funding is for presenting (TSSP) applications only) to be considered for funding.

#### Travel Support for Student Presentations (TSSP)

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 LA (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 a matriculated graduate student at Cal State LA during application and travel period.
6. If you have already received Travel Award for Professional Development for this academic year, **you are not eligible** to also receive this award.

### **Travel Support for Professional Development of Graduate Students (TSPD)**

1. Applicant must be registered to attend a regional or national (not international) Professional/ Academic Conference in his/her discipline of study. The conference must be off-campus.
2. Applicant has not previously been awarded TSPD or Travel Support for Student Presentation (TSSP) within the same academic year and does not have access to other funds through Cal State LA (State or UAS) to travel and attend the same conference.
3. Applications without the necessary attachments (listed below) will not be considered (i.e. Personal Information, Abstract, Statement of Purpose, Letter of Recommendation, Acceptance Verification, and Budget Request).
4. Applicant must be a matriculated **graduate student** during time of travel at Cal State LA.

### **Procedures before departure date (Request for Travel Packet)**

*If you awarded travel support funding from the Office of Graduate Studies, you will receive an award letter and digital forms to complete **before** departing on your trip.*

### **Travel Support for Student Presentations (TSSP)**

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. **Vendor Data Record** – Needs to be completed if student has never won an award through the Office of Graduate Studies.
4. **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.

### **Travel Support for Professional Development of Graduate Students (TSPD)**

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. **Vendor Data Record** – Needs to be completed if student has never won an award through the Office of Graduate Studies.
4. **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.

### **After the Trip**

TSSP and TSPD awardees please contact the Office of Graduate Studies via email at [gradstudies@calstatela.edu](mailto:gradstudies@calstatela.edu) to submit your travel receipts and associated conference documents. These documents must be received by the Office of Graduate Studies no later than **14 days** upon student's return from travel.

1. **Travel Claim Form** - Expenses broken down by date. This form must be submitted within **14 days** of returning from conference.
2. **Receipts- Only** receipts from official vendors (not invoices or booking confirmations) will be accepted by this office and are required for all covered travel expenses. Submit copies of **Itemized Receipts** with the following information: **a)** Airfare receipts with only your name need to have a flight itinerary as well as form of payment used; **b)** Hotel receipts need to have your name and the dates you stayed at the hotel. Please note that this office will only cover 2 nights regardless of length of stay.  
\*\*\* If you use a service such as Expedia, Orbitz etc. to bundle your flight and hotel, you **must** submit an itemized hotel receipt indicating the dates you checked in and out, and the amounts paid for the hotel per day.
3. **Conference Program – TSSP** A copy of the front page of the program along with the page where the applicant's name appears as a presenter.
4. **Proof of attendance** - photograph of attending student's name badge.

**PLEASE NOTE THAT IF REQUEST FOR TRAVEL AND BREAK DOWN OF EXPENSES ARE NOT SUBMITTED 30 DAYS PRIOR TO DOMESTIC TRAVEL AND 45 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 and TSPD** will not cover the cost of travel already completed.
2. **TSSP and TSPD** will not cover the cost of food and alcohol.
3. **TSSP** no more than two authors of a co-authored paper will be eligible to receive funding.
4. Applicants will be notified via their **Cal State LA email** of the decision.
5. Awards will be made until all funds are expended.
6. **TSSP** 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. **TSPD** No more than four (4) 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.
7. Vehicle rentals must be done through an approved CSU vendor (*Enterprise or National*) when possible.
8. If you have any questions please contact the Office of Graduate Studies at [gradstudies@calstatela.edu](mailto:gradstudies@calstatela.edu)

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**

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**Signature**

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**Date**