

ACADEMIC TRAVEL SUPPORT APPLICATION FOR PROFESSIONAL DEVELOPMENT

Personal Information								
Name: Last	First	CIN:						
Address		City	State	Zip				
Cal State LA Email:		Phone						
Degree Expected:	Major:	C	college:					
GPA:	Expected Date of Graduat	tion:	Semester	r/Year				
Faculty Advisor:		Email:						
Conference Information								
Attending In-Person	Virtual							
Name of Conference:								
Location of Conference:								
Date of Conference:								

Estimate of Expenses

Please include printed estimates from vendors you will likely use.

Item	Cost	Tax (if applicable)	Total	Office use only up to 50%
Registration/Membership/ Abstract Submission Fee				
Airfare				
Other (e.g. public transportation, car service)				
Lodging 2 Nights Maximum (\$275 max per night)				
Total				

NOTE: No more than four (4) applications will be funded per conference. If you have already received the Travel Award for Student Presentation this academic year, *you are not eligible to also receive this award.*

ATTACH THE FOLLOWING TO APPLICATION

Statement of Purpose

One page statement from the applicant summarizing the professional development activities planned (e.g., conferences sessions, seminars) and indicating the importance of the professional development travel for the applicant's educational and career objectives. The essay should conclude with a statement of need for financial support. Please list funds available from other sources.

Letter of Recommendation

One page letter of recommendation from faculty sponsor indicating the importance of the conference for the professional development of the applicant. The letter should be from a full-time faculty member in the student's discipline.

Proof of Conference Registration

Print the applicant's verification of paid registration for a professional/academic conference in the applicant's discipline.

Estimates

Provide printed estimates for all expenses listed on page one. Estimates may be found online or by contacting vendors. If booking in advance, please note: receipts that combine hotel and airfare (bundles) are ineligible for reimbursement. Only partial reimbursement will be awarded.

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

- 1. The applicant is attending a professional/academic conference in his/her discipline of study.
- 2. The applicant is not utilizing other funds through Cal State L.A. (State or UAS) to support travel for the same conference.
- 3. The project **Statement of Purpose**, **Proof of Conference Registration**, and **Estimates** have been reviewed and approved by the faculty advisor.
- 4. The applicant is a matriculated graduate student at Cal State L.A.
- 5. The applicant has not previously received either the Travel Support for Student Presentations or Professional Development of Graduate Student in the current academic year.

Print	Signature	Date
Print	Signature	Date
	Print	

Please email your completed application to the Office of Graduate Studies via email at: <u>gradstudies@calstatela.edu</u>