



# CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

## ACADEMIC TRAVEL SUPPORT APPLICATION FOR PROFESSIONAL DEVELOPMENT

<b>Personal Information</b>	
Name: _____	CIN: _____
<i>Last</i>	<i>First</i>
Address _____	
<i>Street</i>	<i>City</i>
<i>State</i>	<i>Zip</i>
Cal State LA Email: _____ Phone _____	
Degree Expected: _____ Major: _____ College: _____	
GPA: _____ Expected Date of Graduation: _____	
<i>Semester/Year</i>	
Faculty Advisor: _____ Email: _____	
<b>Conference Information</b>	
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 (50%)
Registration/Membership/ Abstract Submission Fee				
Airfare				
<i>Other (e.g. public transportation, car service)</i>				
Lodging 2 Nights Maximum <i>(\$250 max per night)</i>				
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 registered as a full time student (full time status) 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.

Student: \_\_\_\_\_  
*Print* *Signature* *Date*

Faculty: \_\_\_\_\_  
*Print* *Signature* *Date*

Please email your completed application to the Office of Graduate Studies via email at:  
[gradstudies@calstatela.edu](mailto:gradstudies@calstatela.edu)