



OFFICE OF GRADUATE STUDIES TRAVEL SUPPORT APPLICATION FOR PROFESSIONAL DEVELOPMENT

Personal Information:

Name _____ CIN# _____
Last First

Address _____
Street City State ZIP

CSULA Email (required) _____ Telephone _____

Degree Expected: _____ Major: _____ College: _____

Expected date of Graduation _____
Semester / Year GPA: _____

Conference Information:

Name of Conference: _____

Location of Conference: _____

Travel Dates: _____

Note: No more than four (4) applicants will be funded per conference.

Also, if you have already received a Travel Award for Student Presentation for this academic year, you are not eligible to receive this award.

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

Item	Cost, w/tax if applicable	Office use only (50%)
Registration Fee:		
Transportation:		
Lodging 2 Nights Maximum (\$250 maximum room rate per night):		
Other: (e.g. public transportation, other, etc.)		
Total:		

*Attach as a separate sheet if needed

Please Attach the Following to the Application

Essay: Statement of Purpose

One page statement from the applicant summarizing the professional development activities planned (e.g., conferences sessions, seminars) and indicate the importance of the professional development travel to his/her 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 student. 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 of study.

Estimates:

Please provide **printed estimates** for travel, lodging, and conference registration. Estimates may be found online or by contacting vendors. **ONLY partial reimbursement will be awarded. If booking in advance, please note that receipts that combine airfare and lodging (bundles) will not be eligible for reimbursement.**

Program Description:

Read, print and sign the program description from the graduate studies webpage (posted above the application).

Note: All applications should be submitted with original signatures.

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 Advisor _____
Print

Signature Date

**Submit all documents to:
The Office of Graduate Studies
Library North, A124
Telephone: (323) 343-3820**