



OFFICE OF GRADUATE STUDIES ACADEMIC TRAVEL SUPPORT APPLICATION FOR STUDENT PRESENTATION

Personal Information

Name: _____ CIN: _____
Last First

Address _____
Street City State ZIP

Cal State LA Email (required): _____ Phone: _____

Degree Expected: _____ Major: _____ College: _____

GPA: _____ Expected date of Graduation: _____
Semester / Year

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 Travel Award for Professional Development for this academic year, you are not eligible to also receive this award.

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

Please note: If booking in advance, please note: receipts that combine hotel and airfare are ineligible for reimbursement.

Item	Cost	Tax if applicable	Total	For office use only (70%)
Registration/Membership/Abstract Submission 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

Abstract:

Please provide an abstract (200 word limit) summarizing the focus of your research project.

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 was accepted for 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. **If booking in advance, please note: receipts that combine hotel and airfare (bundles) are ineligible for reimbursement.**

Program Description:

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

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

1. The applicant is for PRESENTING at a professional/academic conference
2. The applicant does not have access to other funds through Cal State LA (State 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:
The Office of Graduate Studies
Library North, A-124
Telephone: (323) 343-3820
Email:
gradstudies@calstatela.edu