



## OFFICE OF GRADUATE STUDIES TRAVEL SUPPORT FOR STUDENT PRESENTATION

**\*\*ATTENTION\*\* CSU Travel Restrictions, effective October 5, 2019:** Due to Assembly Bill 1887 approved by the Governor Brown, California law prohibits approving state-funded or state-sponsored travel to the following states: **Alabama, Iowa, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Carolina, South Dakota, Tennessee and Texas.** The law applies to all CSU employees, officers, or members, as well as non-employee travelers including students.

### Program Description

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 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.**

### Eligibility Criteria

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 L.A. (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 registered as a full time student (full time status) at Cal State LA.
6. **If you have already received Travel Award for Professional Development for this academic year, you are not eligible to also receive this award.**

### Procedures for Reimbursement

**The required forms can be found in the Office of Graduate Studies, Library North A124. Please call (323) 343 3820 to make an appointment.**

### Before the Trip

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. **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.

All forms **must be** completed **10 days** prior to domestic travel and **30 days** prior to international travel.

### **After the Trip**

1. **Travel Expense Claim Form** - Expenses broken down by date. This form must be submitted within **30 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.
1. **Conference Program** - A copy of the front of the program along with the page where the applicant's name appears.

**PLEASE NOTE THAT IF REQUEST FOR TRAVEL AND BREAK DOWN OF EXPENSES ARE NOT SUBMITTED 10 DAYS PRIOR TO DOMESTIC TRAVEL AND 30 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 will not cover the cost of travel already completed.
2. TSSP will not cover the cost of food and alcohol.
3. 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. 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.

*Contact the Office of Graduate Studies, Library North A124, for more information on reimbursement procedures and forms.*

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 and Date**