



OFFICE OF GRADUATE STUDIES STUDENTS TRAVEL SUPPORT FOR PROFESSIONAL DEVELOPMENT

****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 Professional Development of Graduate Students (TSPD)** is a reimbursement program designed to encourage and assist CSULA graduate students to participate in professional development activities that will foster their educational and career goals. Students funded through the TSPD will receive **partial reimbursement (up to 50%)** of costs for travel, lodging, and conference registration. **If the actual expenses for your trip are significantly less than what were noted in the applicant's estimates, then this award will be adjusted to 50% of your actual cost.**

Eligibility Criteria

1. Applicant must be registered to attend a regional or national (not international) professional/ academic conference in his/her discipline of study. The conference must be off-campus.
2. Applicant has not previously been awarded TSPD or Travel Support for Student Presentation (TSSP) within the same academic year and does not have access to other funds through Cal State L.A. (State or UAS) to travel and attend the same conference.
3. Applications without the necessary attachments (listed below) will not be considered (*i.e. Personal Information, Abstract, Statement of Purpose, Letter of Recommendation, Acceptance Verification, and Budget Request*).
4. Applicant must be registered as a full time, graduate student (full time status) at Cal State L.A.

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. **Vendor Data Record** – Needs to be completed if student has never won an award through the Office of Graduate Studies.
4. **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 in the office at least **10 business days** prior to travel.

After the Trip

1. **Travel Expense Claim** - 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.
3. **Conference Program** - A copy of the front of the program.

PLEASE NOTE THAT IF REQUEST FOR TRAVEL, BREAK DOWN OF EXPENSES, AND VENDOR FORMS ARE NOT SUBMITTED 10 DAYS PRIOR TO 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. TSPD will not cover the cost of travel already completed.
2. TSPD will not cover the cost of food.
3. Applicants will be notified via their **CSULA email** of the decision.
4. Awards will be made until all funds are expended.
5. No more than four (4) 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.

Print name

Signature and Date