

LCA – College Travel Award Application (In-Person or Virtual)

The following checklist items must be attached and submitted with the application:

- ☐ Abstract of the paper/poster to be presented.
- ☐ Letter/email which lists the date and place of the conference and states the acceptance for presentation through a **peer reviewed/juried process**.
- ☐ **(In-person travel):** An estimate/quote for your roundtrip airfare from the San Francisco Bay Area to the city/state/country in which conference is being held, e.g. online itinerary, airline booking confirmation. An estimate/quote for your lodging in which conference is being held, e.g. online lodging cost, lodging booking confirmation. For lodging costs exceeding \$333/night, Kelly will provide an exception form. An estimation of conference registration, per diem, and miscellaneous travel cost.
- ☐ Email a copy of the completed application packet to Kelly Trinh.

For further information, please contact Kelly Trinh at kttrinh@sfsu.edu or at (415) 338-7398. **Reminder, reimbursement is only up to \$1,500 for domestic travel & international travel.**

Applicant Information

Applicant Name		Today's Date	
Phone Number	Email	Department	College
Home Address		City, State	Zip Code
Academic Rank	Year of Appointment	Tenured? Yes or No	SFSU ID #

Is this a virtual conference? ☐ Yes ☐ No, (complete below)

Travel Plans (In-Person)

Departure City		Destination (City, State, Country)
Title of Conference/Meeting		Name of Organization Sponsoring the Conference/Meeting
Date(s) of Meeting		Place of Meeting (Institution, Convention Center, etc.)
Total Cost (Please attach budget proposal including airfare, lodging, registration, per diem, & misc travel.)	Type of Presentation (Oral, Poster, etc.)	Title of Presentation

Applicant Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

Dean/Associate Dean Signature: _____ Date: _____

LCA – FINANCE USE ONLY		Date Received
☐ Approved		
☐ Denied: _____		
Approving Official Signature: _____		