LCA – College Travel Award Application

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**.

☐ 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 $275/night, submit an approved Authorization for Exception to the Travel Policy. An estimation of conference registration, per diem, and miscellaneous travel cost.

☐ After approval, log into Concur to initiate travel request and upload all supporting documents

For further information, please contact Kelly Trinh at ktrinh@sfsu.edu or at (415) 338-7764. Reminder, reimbursement is only up to $1,200

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 #**

Travel Plans

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:** _____