



## LCA VIRTUAL CONFERENCE REQUEST

### Instructions:

Complete this form, attach the following, and submit to the appropriate administrator for approval.

- Abstract of the paper/poster to be presented.
- Letter or email which lists the date of the conference and states the acceptance for presentation through a peer reviewed/juried process.

1. Name: \_\_\_\_\_ SFSU ID \_\_\_\_\_ Phone No: \_\_\_\_\_
2. Department: \_\_\_\_\_
3. Email: \_\_\_\_\_
4. Date of Conference: \_\_\_\_\_
5. Registration Fee: \_\_\_\_\_
6. Amount Sought from College: Total \$ \_\_\_\_\_

Requestor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Approver: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Finance Approver: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Admin Approver:  
(if applicant is the department chair) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Finance Use Only

ChartField to be Charged:      Fund                      Dept                      Program                      Class                      Project