

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:** _____

LCA – FINANCE USE ONLY	<u>Date Received</u>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied: _____	
Approving Official Signature: _____	