The Office of Student Life and Development is pleased to announce the Spring 2016 Student Academic Travel Grant. This grant was made possible for currently enrolled CSULB students wishing to enhance their educational experience by attending professional academic conferences, workshops, seminars and/or lectures which:

- Enhances the co-curricular experience here at CSULB
- Supports growth in the academic discipline
- Exposure to current trends in field of study
- Benefits the applicant and CSULB

The Student Life and Development Student Academic Travel Grant can be used to reimburse CSULB students for conference registration fees, transportation, lodging and memberships, only if they are required to present, co-present, compete and/or conduct a poster presentation. Please note that those students presenting and co-presenting are eligible to receive up to $400.00. Students conducting poster presentations or participating in competitions are eligible to receive up to $300.00. This is academic travel; therefore this grant supports only academic travel. To be eligible for this grant you must be presenting, co-presenting, conducting a poster presentation or participating in a competition. You are encouraged to apply for both the ASI Travel Grant along with this grant. To obtain the ASI grant please visit http://www.asicsulb.org/pages/asi-about-us-forms.

Eligibility

- Must be currently enrolled in Spring 2016 as a matriculated CSULB student at time of application. Students enrolled through extension services are ineligible.
- Undergraduate students must be enrolled at time of application in 12 units and possess a minimum CUM GPA of 2.0 during the semester they are traveling.
- Graduate students must be enrolled at time of application in 9 units and possess a minimum CUM GPA of 3.0.
- If the required number of units is not met, attach a written explanation as to why. Your application may have to undergo additional evaluation which may include but not be limited to contacting your department.
- Travel where you either present, co-present, compete or conduct a poster presentation at a professional academic conference, workshop, seminar and/or lecture
- Travel which enhances your co-curricular experience
- Travel that supports growth in your academic discipline
- Travel that exposes you to current trends in your field of study
- Travel that is related to your major

Ineligible Travel

- Travel for which its sole purpose is for you to just volunteer and/or attend
- Travel for which its sole purpose is to present you with an award
- Travel for which its sole purpose is to teach others
- Travel listed on a class syllabus and/or required for a class assignment
- Visiting other schools for potential enrollment or study abroad
- Job fairs or for recreation and/or pleasure
- Travel which involves you being compensated for services rendered
- Having received a Student Life and Development Travel Grant during Fall 2015
- Travel listed on a U.S. Department of State Travel Warning, Centers for Disease Control, Prevention Travel Advisory, Embargo List and/or a World Health Organization listing of “Consideration to postpone all but essential travel” at least 10 days prior to the travel or visit. (http://travel.state.gov)
Submit the following only if you presented or co-presented

**Call for papers (CFP) (Call for Papers)**
This can be a flier, email or brochure that clearly advertises the conference, the conference location and date and time. The organizers name and contact information must be visible. No exceptions!
Clearly mark this document as “CFP”

**A letter of acceptance from the conference organizer (LOA) (Letter of Acceptance)**
This must clearly show that you were invited to present or co-present at the conference. In the event this letter of acceptance was sent to a faculty member or another student please attach an explanation as to why the LOA does not bare your name. This must be done. No exceptions! Clearly mark this document as “LOA”

**Proof of presenting or co-presenting (POP) (Proof of presenting)**
Submit the first few pages of your paper, slideshow or abstract. No exceptions! Clearly mark this document as “POP”

**Copy of your name badge**
The name badge must display your full name as well as the name of the conference. If you were not given a name badge, you will be required to submit something that proves you were at the conference. Photographs of you at the conference, conference souvenirs, brochures, newsletters are all acceptable.

**Itinerary and/or driving directions**
If you traveled to your conference by airplane, train, bus etc. please provide a copy of your itinerary. If you drove your personal vehicle please submit a copy of your driving directions, e.g. Google, MapQuest etc. which includes mileage. Mileage cannot be claimed for rental cars.

Submit the following only if you competed

**Call for competitions (CFC) (Call for Competition)**
This can be a flier, email or brochure that clearly advertises the competition, the location and date and time. The organizers name and contact information must be visible. No exceptions!
Clearly mark this document as “CFC”

**A letter of acceptance from the competition organizer (LOA) (Letter of Acceptance)**
This must clearly show that you were invited to compete at the conference. In the event this letter of acceptance was sent to a faculty member or another student please attach an explanation as to why the LOA does not bare your name. Clearly mark this document as “LOA”

**Document how you competed**
Hand drawn diagrams, printed programs, written explanations and photographs are acceptable. This MUST be part of your application. No exceptions!

**Copy of your name badge**
The name badge must display your full name as well as the name of the conference. If you were not given a name badge, you will be required to submit something that proves you were at the conference. Photographs of you at the conference, conference souvenirs, brochures, newsletters are all acceptable.

**Itinerary and/or driving directions**
If you traveled to your conference by airplane, train, bus etc. please provide a copy of your itinerary. If you drove your personal vehicle please submit a copy of your driving directions, e.g. Google, MapQuest etc. which includes mileage. Mileage cannot be claimed for rental cars.
Submit the following only if you presented a poster

**Call for posters (CFP) (Call for Poster)**
This can be a flier, email or brochure that clearly advertises the competition, the location and date and time. The organizers name and contact information must be visible. No exceptions!

**Clearly mark this document as “CFP”**

**Printout of your poster**
Please provide an 8.5”x11” print-out of your poster.

**A letter of acceptance from the conference organizer (LOA) (Letter of Acceptance)**
This must clearly show that you were invited to conduct a poster at the conference. In the event this letter of acceptance was sent to a faculty member or another student please attach an explanation as to why the LOA does not bare your name.

**Clearly mark this document as “LOA”**

**Copy of your name badge**
The name badge must display your full name as well as the name of the conference. If you were not given a name badge, you will be required to submit something that proves you were at the conference. Photographs of you at the conference, conference souvenirs, brochures, newsletters are all acceptable.

**Itinerary and/or driving directions.**
If you traveled to your conference by airplane, train, bus etc. please provide a copy of your itinerary. If you drove your personal vehicle please submit a copy of your driving directions, e.g. Google, MapQuest etc. which includes mileage. Mileage cannot be claimed for rental cars.
SPRING 2016 STUDENT ACADEMIC TRAVEL GRANT APPLICATION
PLEASE PRINT NEATLY. USE ONLY BLACK OR BLUE INK.

STUDENT INFORMATION
Please Print

Name of student submitting request____________________________________________________________

Student ID number: ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ________

Address__________________________________________________________________________________

City/State/Zip______________________________________________________________________________

Telephone number (______)_______________________ Email______________________@________________

Circle one: Freshman Sophomore Junior Senior Graduate

Major/concentration/certificate________________________________________________________________

Minor_____________________________________________________________________________________

Current unit load____________________Current cum GPA_________________

Explain below or attach an explanation if you are not enrolled in the required number of units.
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

CONFERENCE INFORMATION
Please Print

Name of conference____________________________________________________________________________

Conference organizer___________________________________________________________________________

Conference city/state___________________________________________________________________________

Conference date(s):___________________________________________________________________________

Conference website____________________________________________________________________________

How did you learn of this conference?________________________________________________________________________

Applications must be submitted directly to the office of Student Life and Development

By Mail:
CSULB Office of Student Life and Development
1212 North Bellflower Blvd. USU-215
Long Beach, CA 90815
Attn: A. Thompson

By Email:
Alisia.Thompson@csulb.edu

In Person:
Student Life and Development
University Student Union 215
Mon-Fri 8AM-5PM
(562) 985-4181
Check what best describes what you did at this conference (Check only one)

Present _____  Co-Present_____  Compete_____  Poster Presentation_____

Only if you presented please answer the following

Please describe briefly what makes your academic travel a presentation?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

If you co-presented please answer the following

Please describe briefly what makes your academic travel a co-presentation?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

If you competed please answer the following

Please describe briefly what makes your academic travel a competition?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

If you conducted a poster presentation please answer the following

Please describe briefly what makes your academic travel a poster presentation?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Conference registration fees</td>
<td>$__________</td>
</tr>
<tr>
<td>2</td>
<td>Memberships <em>(Only if required to present)</em></td>
<td>$__________</td>
</tr>
<tr>
<td>3</td>
<td>Lodging</td>
<td>$__________</td>
</tr>
<tr>
<td>4</td>
<td>Mileage (personal vehicles only)</td>
<td>$__________</td>
</tr>
<tr>
<td></td>
<td><em>Current mileage rates are set to .565 cents per mile. Max compensation is $150.00</em></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Auto Rental</td>
<td>$__________</td>
</tr>
<tr>
<td></td>
<td><em>When renting a car, mileage is not reimbursable only fuel cost.</em></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Airfare</td>
<td>$__________</td>
</tr>
<tr>
<td>7</td>
<td>Taxi/Shuttle/Bus/Train</td>
<td>$__________</td>
</tr>
<tr>
<td>8</td>
<td>Parking</td>
<td>$__________</td>
</tr>
<tr>
<td>9</td>
<td>Tolls</td>
<td>$__________</td>
</tr>
<tr>
<td>10</td>
<td>Total of lines 1, 2, 3, 4, 5, 6, 7, 8 and 9.</td>
<td>$__________</td>
</tr>
<tr>
<td>11</td>
<td>Funding received from Associated Students</td>
<td>$__________</td>
</tr>
<tr>
<td>12</td>
<td>Funding received from your Department</td>
<td>$__________</td>
</tr>
<tr>
<td>13</td>
<td>Funding received from other sources <em>(Family and Friends)</em></td>
<td>$__________</td>
</tr>
<tr>
<td>14</td>
<td>Total of lines 11, 12 and 13</td>
<td>$__________</td>
</tr>
<tr>
<td>15</td>
<td>Subtract line 10 from line 14</td>
<td>$__________</td>
</tr>
<tr>
<td>16</td>
<td>Amount requesting from SLD</td>
<td>$__________</td>
</tr>
<tr>
<td></td>
<td><em>(Students presenting/co-presenting maximum amount $400)</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>(Students conducting poster presentations and/or competing maximum amount $300)</em></td>
<td></td>
</tr>
</tbody>
</table>
Memorandum of Understanding

Please read carefully and initial where indicated

Failing to initial and submit will cause delays in the processing of this application

Your initial constitutes acceptance of the terms and conditions of this grant

_____You attended a professional academic conference to either present, co-present, compete or conduct a poster presentation

_____In the event you are awarded a grant, you are responsible for adhering to all deadlines

_____Do not submit ANY receipts until told to do so

_____Do not pay someone in cash if you are seeking reimbursement with this grant

_____If sharing an expense you must pay your portion directly to the vendor and obtain a receipt/memo which clearly shows you made the payment

_____No receipts, no reimbursement

_____This grant is on a reimbursement basis. The reimbursement must be for expenses which the student incurred. Not someone else!

_____All receipts must be original, in your name and show a zero balance. If your receipts were printed from an online vendor, you will be required to provide a supporting bank statement that clearly shows you incurred the expense

_____There is no guarantee that you will receive the maximum award

_____You are only eligible to receive this grant once per academic year

_____Please turn in this application AFTER you have completed your travel

_____Eligible travel will have to have taken place between November 17, 2015 and May 13, 2016. Please remember to submit this application to the office of Student Life and Development after you have traveled and NOT before.
**PERSONAL STATEMENT**

This section of the application is used to determine if you can be granted an award and how much your award will be.

Provide a 1-2 page personal statement that answers the following questions. The document must be double-spaced with 12 point font. Be sure your response is clear, concise and to the point.

1. How did this travel enhance your co-curricular /out-of-classroom experience?
2. How did this travel support growth in your academic discipline?
3. How did this travel expose you to current trends to your field of study?
4. How did this travel benefit CSULB and the campus community?

I certify that all of the information I have provided in this application is a true statement of my travel to a professional academic conference, workshop and/or seminar and those expenses incurred by me while traveling.

Applicant’s Name (Please Print)  
Applicant’s Signature  
Date

________________________  
________________________  
________________________

*Applications must be submitted directly to the office of Student Life and Development*

**By Mail:**  
CSULB Office of Student Life and Development  
1212 North Bellflower Blvd. USU-215  
Long Beach, CA 90815  
Attn: A. Thompson

**By Email:**  
Alisia.Thompson@csulb.edu

**In Person:**  
Student Life and Development  
University Student Union 215  
Mon-Fri 8AM-5PM  
(562)985-4181