



**Student Conference Travel
Application Form
Academic Year 2023-2024**

ELIGIBILITY: Applicants must be presenting at a conference and have proof of their acceptance to the conference. Graduate, credential, or undergraduates students enrolled in a Lurie College of Education program are eligible to apply. Recent alumni (F '22/S'23) are also eligible to apply. Students are limited to **one conference travel award per fiscal year** (July 1 - May 20). For summer conferences, students must have been registered for the previous spring semester. **All applications will be reviewed and approved based on funds availability.** Please note funding is limited to a total of 10 awards, so students are encouraged to apply early.

STUDENT CONFERENCE APPLICATION PROCEDURE: Students must complete and submit the following conference travel application at least 30 days prior to the conference (45 days if conference is outside of the U.S). The application must be signed by the sponsoring faculty and the department chair. The application form must be accompanied by 1). A copy of the acceptance letter and 2). A copy of the submitted abstract of the paper or poster being presented. Once complete, submit all documentation to Maria Muñoz at maria.munoz@sjsu.edu.

TERMS OF THE AWARD: The Lurie College of Education will provide **up to \$500** of the total expenses for registration fees, primary travel, lodging, and meals (up to \$55 a day). A completed [Travel Approval Request](#) Form is required prior to attending the conference. Please see the San Jose State University's [Travel Guide](#) for travel procedures and [California's ban on state-fund and state-sponsored travel](#).

REIMBURSEMENT: Save all **detailed original** expense receipts. When you return from your trip, submit all receipts to **Maria Muñoz at maria.munoz@sjsu.edu** for processing. The applicant must submit their reimbursement no later than **30 days** from the date of your return in order to receive reimbursement.

Name: _____ Student ID: _____

Department Name: _____ Email: _____

Have you received a Conference Travel Grant in the current fiscal year? _____

Title/Topic of paper you will be presenting _____

Conference Title: _____

Conference Location (city, state): _____

Conference Dates: _____

Estimated Expenses

Registration: \$ _____

Transportation: \$ _____

Lodging: \$ _____

Meals: \$ _____

Other: \$ _____

Other Awards: \$ _____ Type: _____

Total: \$ _____

Total Requested: \$ _____

Applicant Signature: _____

Date: _____

My signature indicates that I am the student's sponsor on this project and I approve this application.

Faculty Signature: _____

Date: _____

My signature indicates that I have read and support this application.

TO BE COMPLETED BY LCOE:

_____ Approved Amount: \$ _____

_____ Not Approved Associate Dean Signature: _____