

ECST Student Travel Award: Procedure and Criteria

ECST Student Travel Awards are designed to provide opportunities for students to gain knowledge and experiences by participating in professional meetings, competitions, and sharing their work (projects, research, etc.) by presentations in conferences, all of which may include travel in California and out-of-state. There are two types of Travel Awards:

- **ECST Student Individual Travel Award** accepts individual application for travel support. Priority will be given to undergraduate students to attend conferences for publication/presentation in related disciplines. The application for Individual Travel Award will be reviewed in an on-going basis (first-come first served) with funding available.
- **ECST Student Group Travel Award** accepts group application for travel support to attend professional development conferences or project competition. One application will be filed by the group leader. The application deadlines for Group Travel Award are Sept. 15 (for Fall/winter travel dates) and Feb. 15 (for Spring/Summer travel dates). Late applications will not be reviewed.

Students are encouraged to plan in advance and submit applications as early as possible. Once awarded, students can receive partial reimbursement of costs for travel, lodging, and conference registration. The application form should be signed by a faculty or professional advisor to verify that the proposed travel benefits the student professionally. Travel prohibited by the government, law, and/or the University are not eligible for funding. All state regulations regarding receipts submission, travel, etc. must be followed. Awarded students must attend a Student Travel workshop with the ECST Resource Office.

Students must follow policies and procedures as indicated below for arranging travel and securing reimbursement. Travel money will be allocated according to availability of funds and priority of travel. In order to provide support to more students with limited funding, the Individual Travel Award will cover up to 80% of total travel cost with a maximum of \$750 to individual student and the Group Travel Award will supplement the travel cost when students org funds, project IRA, and/or other funding sources cannot provide adequate travel support. Students may need to find additional sources of funds to augment the funds available through this fund. If the actual trip expenses are less than what were noted in the proposal, then this award will be adjusted to actual cost. Students cannot be reimbursed for expenses beyond the budget allotment without approval from Dean. All awards are provided in the form of reimbursements; travel advances are not available.

Eligibility Criteria

1. Applicants must be enrolled students with a major in College of ECST and good academic standing.
2. Priority will be given to applicants who have not previously received ECST Student Travel Award within the same academic year.
3. Priority will be given to applicants who do not have access to other funds through Cal State LA appropriate to support their travel.

4. For individual travel award, no more than two (2) authors of a co-authored paper will be eligible to receive funding.
5. For group travel award, student teams/groups need to meet with T. Fox in advance to discuss the travel plan, available funding resources, and how the travel award help to bridge the funding gap.
6. Applications without a completed form and all necessary attachments and supporting documentation will not be considered. Necessary documentation includes the Application Form, Accepted Abstract for the Conference or Statement of Purpose, Acceptance Verification/Notification, and Budget Estimates.

Application Deadline

Individual Travel Award: Ongoing applications will be accepted until all funds are allocated. The applications will be reviewed by the Associate Dean's Office and the awards will be made for eligible applicants in a first-come first-served basis. To allow adequate time for processing travel request, the students need to submit the application at least 3-week before the intended travel date. Late application will not be processed.

Group Travel Award: For travel dates in Fall/Winter, the applications should be submitted by Sept 15; for travel dates in Spring/Summer, the applications should be submitted by Feb. 15. All eligible applications will be reviewed by the Associate Dean's Office and the awards will be made based on the statements in application, clear evidence of financial needs, and the availability of funding. *Efforts will be made to provide equal opportunities for ECST students in various organizations and disciplines.*

All approved funding requests must be reimbursed before the end of the fiscal year for which they are awarded.

Procedures for Reimbursement for Approved Applications

The ECST Dean's Office requires that the following procedures must be followed for ALL travel in-state or outside of the State of California. This is required by the University for insurance purposes. NO EXCEPTIONS!

Before the Trip:

1. Request for Travel Form- requires applicant's demographic information and trip destination. This request for Travel form should be submitted two weeks prior to the travel date.
2. Breakdown of Expenses Form- Estimated cost of travel including conference registration and related expenses.
3. Vendor Data Record- Needs to be completed if student has never won an award through the ECST Dean's Office or has never received payment from UAS.
4. When Purchasing - Please note that Business Financial Services will not reimburse the applicant if receipts are not in the applicant's name. Please do not purchase anything for

another applicant or ask anyone to purchase anything for you as doing so will disqualify you from receiving reimbursement.

During the Trip:

Please keep all related receipts. Please note that only receipts under the applicant's name can be reimbursed.

After the Trip:

1. Travel Expense Claim - Expenses broken down by date. This form must be submitted within 30 days of returning from conference.
2. Receipts - Official vendor receipts (not invoices or booking confirmations) are required for all covered travel expenses. Receipts have to show that payment was accepted. Airfare request must have a flight itinerary as well as payment receipt.
3. University rate caps apply to all refund requests, including hotel expenses, airfare expenses, etc.
4. Students will be asked to fill in a short survey about the conference experience.

Additional Information

1. ECST Student Travel Award will not cover the cost of travel already completed before a formal request for travel is approved by the Dean's Office.
2. ECST Student Travel Award will not cover the cost of food if the trip is no longer than 24 hours, but will cover transportation costs for day trips. Maximum hotel rates and plane fares as determined by the University will apply.
3. Applicants will be notified via their Cal State LA email of the Dean's decision.
4. Awards will be made until all funds are expended in a first-come first serve basis. So plan in advance!
5. Maximum hotel rates and airfares as determined by the University will apply.
6. Awards will not cover full cost of travel.

PLEASE NOTE THAT IF REQUEST FOR TRAVEL WITH BREAKDOWN OF EXPENSES, AND VENDOR FORMS ARE NOT SUBMITTED 14 DAYS PRIOR TO TRAVEL, THE DEAN'S OFFICE CANNOT GUARANTEE TRAVEL REIMBURSEMENT. ADDITIONALLY, REIMBURSEMENTS WILL NOT BE ISSUED UNTIL THE TRAVEL EXPENSE CLAIM FORM AND RECEIPTS ARE SUBMITTED AFTER TRAVEL.