

There are no guarantees that any request will be funded. A limit of \$600 will be awarded to a student per academic year. There is no limit to the number of requests submitted during an academic year. There are no guarantees that the full amount requested by a student will be funded. All applications must be submitted 30 days prior to the travel date and activity so it may be reviewed in time. Applications for retroactive reimbursement will not be accepted.

All presentations & projects involving human subjects must submit proof of Institutional Review Board Committee approval as part of the application and/or prior to the release of funds.

STUDENT RESEARCH AND TRAVEL APPLICATION CSUSB/WCOE Doctorate in Educational Leadership



Date _____
Coyote ID# _____
Name _____
Address _____
City _____
State _____
Zip _____
Phone _____

CSUSB Email _____
@coyote.csusb.edu _____

I am in cohort # _____ Overall GPA _____

Faculty Advisor/Chair _____

Currently I am enrolled in the following courses:

Funds requested for:

- ___ Research
- ___ Travel to present at a national conference
- ___ Travel to attend a national conference
- ___ Travel to present at an international conference

Travel Dates:

Travel To (city, _____
state, country): _____

Describe how the travel or activity will support your learning in the doctoral program. A brief report of what you have learned will be required within 30 days of return.

Budget

Maximum allowed for the Doctoral Studies Student Research Travel Grant: \$600

Please enter your budget information in the appropriate column

Requesting Funds For:	Total Expenditures	Total Requesting
Research Supplies		
Conference/Workshop Registration fee		
Study Abroad Program Fee		
Airfare		
Mileage		
Airport shuttle/Taxi		
Lodging/Hotel		
Parking		
Copies:		
Other: Describe below		
Total Budget Requested		

**STUDENT RESEARCH AND TRAVEL
ADDITIONAL FUNDING PAGE**

Please type.

Students who are requesting Ed.D. funding must inform the committee of **any additional funding** they are applying for or have received pertaining to this request. This page must be included and signed whether or not you are receiving additional funds.

Entity Requested Funds	Amount Requested	Amount Rewarded

Total Amounts:

Student Signature

Date

Faculty Signature

Date

STUDENT RESEARCH AND TRAVEL FUNDING PROCEDURES

Notification of your award amount will be indicated in a letter sent to your CSUSB email. Students requesting funding will be awarded by reimbursement provided that receipts and a program brochure with the name of presenter/attendee are attached.

Ask Director to get email approval from Dean.

Please review the following **BEFORE** making any travel arrangements.

If you use Airfare/hotel bundled packages, must include individual cost including tax. Usually they provide a document separating the airfare from hotel, but we need one that also separates sales tax. Please do not bundle if you don't have to.

For reimbursement of any of the following expenses you must include required information.

Day/time depart

Day/time return

Receipt for airfare – must show itinerary and zero balance

Receipt for hotel – itemized and taxes, show zero balance

Receipt for conference fee – name of conference, date, location, cost

Receipts for meals – itemized (not credit card receipt), date, time – No alcohol, please request a separate receipt for alcohol

Mileage to and from airport – will be from closest location to airport (home or campus)

Parking expenses – receipt; date, location, cost

Baggage expenses – include receipt

Taxi/shuttle – receipt; date, cost

Although you have a cap on your reimbursement, it is good to show your entire trip. The travel claim will indicate your expenses, then maximum amount allowed.