

Are you traveling to a scientific conference?

Before Travel: Start Here

Must Complete *4 weeks prior* to travel:

- 1) Travel Request Form*
- 2) Academic Fieldwork Trip Waiver*
- 3) Air Travel Approval or Private Car Travel Approval

*Submit the completed forms to Evelyn Osorio by email: evelyn.osorio@csun.edu or in-person in SH 376

Travel Funding Opportunities

- ❖ All students can apply for the **CSBS/Dean's Funding Request***
- ❖ All students can apply for **Associate Student STAR Funding** (contact your faculty advisor *before* applying)
- ❖ ONLY graduate Students can [Apply for Funding From Graduate Studies](#)

*Submit the completed form to Evelyn Osorio by email: evelyn.osorio@csun.edu or in-person in SH 376

After Travel

Upon Returning from Travel you must:

- ✓ Travel Claim form*
- ✓ All Travel Receipt (Registration Fees, Lodging, Transportation/Mileage, etc.)*
- ✓ Provide Credit Card Statements Used for Purchases

*Submit the completed form & original receipts/documents to Evelyn Osorio by email: evelyn.osorio@csun.edu or in-person in SH 376