# Supplemental Funding for Student Travel to Conferences:C:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0297749.wmf

1. **Academically Related Reserves Account (ARRA)**
   * No deadline, ***funds are allocated on a first come, first serve basis***, while funds are available.
   * Allows $500 per person for up to 6 individuals for any conference, gathering, or department
   * Designated to the individual student(s) creating or presenting their work on

behalf of the pertinent academic department

* + Each individual(s) must show proof of an invitation to present a project or paper.
  + The signature of a member of the regular faculty of the pertinent department is required for consideration for funding of travel to any academically related conference.
  + Granted once per academic year
  + Will generally be allocated up to $70 per night per person for lodging

1. **Associated Students (A.S.) Club and Organization Support**
   * Allows $500 per group
   * Granted once per academic year
   * Funding will not be granted if support has already been given to individuals within the club for the same conference from the ARRA (see option 1)
   * Funding for student organization travel is restricted to $500 per person and to round-trip airfare and/or mileage; local transportation; lodging, and conference registration fees, and with at least 50% from other sources (i.e., individual contribution(s), donations, fund-raisers, organizational support)
   * Will generally be allocated up to $70 per night per person for lodging
   * Students must be approved for presentation at the conference; ***proof of approval must be submitted.***

## Procedure for obtaining funding from ARRA and A. S. (must be done 4 weeks in advance):

1. Submit Online Application:

<http://www.csunas.org/finance/travel-and-academic-funding-request/>

1. **Submit Travel Request Form or Budget Amendment Request** **to the Chair of Finance located in the Associated Students Office**.*(Food and extra cost are not included in reimbursement, however it is noted to include them in the request form as part of total estimated cost of travel.)* 
   * Suggested amounts for meals are $10.00 for breakfast; $15.00 for lunch, and $25.00 for supper/dinner. An additional allotment of $5.00 per day for incidentals (tips, taxes, etc.) is considered after the first 24 hours of travel should be calculated into total estimated cost.
   * Provide information on estimated financial support from third party organizations.
   * [Click Here](http://www.csun.edu/sites/default/files/travel-funding-request-form-11-12.doc) for a copy of the AS Travel Request Form.
2. **Release Forms, Proof of Insurance, Driver’s License, D.M.V Record**(In accordance with Executive Order 1041 requirements), **and signed waivers** must be obtained from each person traveling on an A.S. funded trip and returned to the A.S. Administration Office and must be completed PRIOR TO TAKING THE TRIP.
3. **The Chair of Finance or designee must sign for approval**
4. **Access funds through the A.S. Accounting and Financial Services Office (A&FS).** Accounting is located in the A.S. Administrative Office [USU 100](http://www.csun.edu/maps/cm1.html) and is open Monday through Friday, typically 8:00 am to 5:00 pm. During the Fall and Spring semesters, the office is often open until 6pm. The telephone number is (818) 677-2389.
5. **Graduate Studies (G.S.) Student Travel Awards**
   * Allows $400 for each student, ***twice per year***.
   * Must first have gotten support from Associated Students (option 1 or 2 above) and document how much money you have received.
   * Must be presenting a poster, paper or performance at the conference and ***must show proof of acceptance***.
   * May cover expenditures such as conference registration fees, airfare, hotel and ground transportation
   * **Must present your research at the CSUN Student Research Symposium on Friday, February 14, 2014**

## Procedure for obtaining funds from G.S.:

1. Fill out the AS Travel Funding Request Form: [Click Here](file:///C:\Users\amber\Downloads\Click%20Here)
2. Fill out Application Form: [Click Here](http://www.csun.edu/sites/default/files/conference-funding-app-7-2013.docx)
3. Email your attachments in **ONE FILE** to Hedy Carpenter at: [hedy.carpenter@csun.edu](mailto:hedy.carpenter@csun.edu)
4. **Employers**
   * Some employers will support employees’ professional development by supporting funds to travel to conferences, ask your employer if they provide such funds.

For the CalABA conference:

1. **Save $$ by serving as a student volunteer at the conference.**

* Full Refund of Registration Fee: Work 2 shifts (1/2 day each) at the conference
* ½ Refund of Registration Fee: Work 1 shift (1/2 day) at the conference
* Must attend an orientation meeting prior to first assignment
* Priority goes to students pre-registered to the conference
  + Watch out for registration dates on the CalABA website

## Procedure for obtaining funds from CalABA:

1. **Register online in advance** (opening in Fall)
2. Submit the volunteer application form which is available as part of the online registration process for student members at <http://www.calaba.org/> (*you will need the name and email address of a faculty member or administrator who can verify your student status).*
3. Sign up for volunteer hours
4. ABAI Fellowship
   * Please refer to the following website to find additional funds: http://www.abainternational.org/