

Travel Form

Name:	Telephone:
Home Address:	Email:
CSUN ID:	Department:

Emergency Contact		
Name:	Relation:	Phone:

Conference Name:	
Destination City:	
Start Date:	End Date:

Expenses	Estimated Cost
Registration	
Airfare	
Hotel (maximum \$275 per night)	
Meal Reimbursement (Up to \$55 per day, actual receipts required)	
Private Car Mileage (See TUC website for current rate, must use MapQuest and shortest distance and submit copy of current driver's license and car insurance)	
Ground Transportation (To/from home to airport & airport to conference hotel)	
Other Business Expenses:	
Total Cost:	

Completed travel form, conference acceptance, and receipts should be uploaded to:

<https://forms.gle/ZcD2Py2o8MqoqWNC7>

Additional Required Documents (Must be submitted BEFORE travel begins, or reimbursement is not guaranteed)	✓
CSUN Approval of Travel Request Form (Students)	
Academic Field Trip Waiver Form (Students)	
Student Air Travel Voluntary Participation Form (Students)	
Student Authorization to Operate Privately Owned Vehicle Form (Students)	
Proof of Presentation at Conference (Students)	
Paper Approval of Travel Request through Department (Mentors) - Please note: Students must also attend same conference in order for mentor to be reimbursed.	

Student Signature: _____ Date: _____

Faculty Mentor Signature: _____ Date: _____