

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 Martin Castro by email: martin.castro@csun.edu or in-person in SH 376

Travel Funding Opportunities

- ❖ All students: Complete the CSBS Funding Request*
- ❖ All Students: Contact your faculty advisor *before* requesting Associate Student STAR Funding
- ❖ Graduate Students: [Apply for Funding From Graduate Studies](#)

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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 Martin Castro by email: martin.castro@csun.edu or in-person in SH 376