

GRADUATE STUDENT / PRE-TRAVEL

link: [PRE-TRAVEL REQUEST FORM](#)

This should be done as early as possible to ensure that it is all signed and approved before you travel.

- Complete the following sections: Personal Information, Estimated Costs, and Calculated Costs.
- Refer to the Guidelines tab for instructions for the form.
- The GSA page has per diem information: [Travel resources | GSA](#)
- Per Graduate Studies:

To be eligible for Graduate Student Conference Travel Funds the student must:

- 1) Be presenting a paper or a poster, and must provide confirmation email of accepted poster or paper.
 - 2) Be enrolled in a graduate degree program;
 - 3) Be in good academic standing during the semester the conference is held;
 - 4) Not have received maximum funding during the current fiscal year;
 - 5) Follow all CSU travel regulations
- Email me the saved copy of your form, the email confirming acceptance of your paper or poster OR information regarding your trip (conference website or brief description of fieldwork research), and a note indicating your PI and which account/grant to charge.
 - If the funds from the department, college, and GS do not fully cover your travel, work with your PI to determine if/what they can/will cover, and include that in your email to me as well, including account information.
 - If you have not received your signed approval from me in 1 week, please email me to help push it along.
 - Please note that at the beginning of the semester, Graduate Studies may take a bit longer as they're focusing on getting your contracts out, so please have a bit more patience with them and plan accordingly. This is one reason why it is important to do this as early as possible, like when your paper/poster is first accepted.