

# Lam Family College of Business Faculty Travel Award Application

The following checklist items must be attached and submitted with the application:

- Abstract of the paper/poster to be presented.
- Letter/email which lists the date and place of the conference and states the acceptance for presentation through a peer reviewed/juried process.

Submit completed application form and attachments to your Academic Office Manager for Department Chair for approval. All application materials must be received in the LFCoB Fiscal Services Office, BUS 354, at least one week prior to domestic travel and 14 days prior to international travel. Based on the university travel policy, note that for international travel, you need to fill out additional forms which may take time to obtain approval.

For further information, please contact the LFCoB Fiscal Services Office at [cobfisc@sfsu.edu](mailto:cobfisc@sfsu.edu) or at (415) 338-7389.

## Applicant Information

Applicant Name		Today's Date	
Phone Number	Email	Department	
Home Address		City, State	Zip Code
Academic Rank	Year of Appointment	Tenured? Yes or No	SFSU ID #

## Travel Plans

Departure City	Destination (City, State, Country)
Title of Conference/Meeting	Name of Organization Sponsoring the Conference/Meeting
Date(s) of Meeting	Place of Meeting (Institution, Convention Center, etc.)
Type of Presentation (Oral, Poster, etc.)	Title of Presentation

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>LFCoB Fiscal Services Office Use Only</b>	<u>Date Received</u>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____	
Approving Official Signature: _____ <div style="text-align: center;">Yim-Yu Wong, Interim Dean</div>	