

LFCoB HEERF TRAVEL AWARD

**Conference Presentation– DUE September 8, 2021-August 30, 2022
(first come first serve with proof of acceptance/presentation, one travel award per eligible faculty, support for peer-reviewed symposium available)**

Note: A total sum of \$19,800 has been set aside from HEERF RSCA Funds to Support Travel The following checklist items must be attached and submitted with the application:

Foreign travel requires Risk Management approval before your trip.

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**. Please attach a note of support verifying peer reviewed nature of conference from your department chair. Note HEERF Travel Awards are only if you are presenting a paper and not merely attending a conference. Limit of \$1000 for domestic conference support and \$1500 for international conference support from HEERF Funds.

- An estimate/quote for your roundtrip airfare from the San Francisco Bay Area to the city/state/country in which conference is being held, e.g. online itinerary, airline booking confirmation. An estimation of conference registration, per diem, and miscellaneous travel cost. For lodging costs exceeding \$275/night, submit an approved [Authorization for Exception to the Travel Policy](#).

After approval, log into Concur to initiate travel request and upload all supporting documents.

Submit completed application form and attachments to your Department Chair/Director and College Dean for approval. All application materials must be received by the LFCoB Dean's Office, at least three weeks prior to domestic and international travel via your college travel coordinator. 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. Maximum travel award is \$1,000 for domestic travel and \$1500 for International Travel. \$500 for participation in peer reviewed symposium. This award is on a first-come basis. For further information, please contact Charlene Ngo at charlene@sfsu.edu for assistance.

Applicant Information

Applicant Name		Today's Date	
Phone Number	Email	Department	College
Home Address		City, State	Zip Code
Academic Rank	Year of Appointment	SFSU ID #	

Travel Plans

Departure City		Destination (City, State, Country)	
Title of Conference or Location of Field Site(s)		Name of Organization Sponsoring the Conference/Meeting	
Date(s) of Meeting		Place of Meeting (Institution, Convention Center, etc.)	
Airfare Estimate \$ Lodging Estimate \$	Type of Presentation (Oral, Poster, etc.)	Title of Presentation	

Please provide a short COVID-19 impact statement:

Applicant Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

LFCoB – FINANCE USE ONLY

Date Received

Approved

Denied: _____

Approving Official Signature: _____

