

**Lecturer Travel Grant Application**

**Purpose**: Funds to be used to support lecturer travel undertaken for the purpose of enhancing education and creative activities at CSUSM.

**Limitations:**

* Under normal circumstances, the amount allocated to any one individual for travel should not exceed $499.

**Procedures:**

* Grant applications must be submitted prior to travel up to one year before departure.
* Faculty planning to travel between July 1 - November 15 are encouraged to submit applications as early as possible in the prior academic year.
* The Dean’s office will review grant applications when they are received and make awards as long as funds are available.
* Grant applications must be submitted in advance of anticipated departure or any expenditures to allow review and approve funding according to current campus policies and timelines: <https://www.csusm.edu/procurement/ap/travel/index.html>.
* Grant applications submitted too close to departure time to permit full review to meet campus approval timelines or after the travel is completed will not be accepted.
* **Please obtain travel approval prior to expending any funds and participating in any travel.**

**Applications Must Include:**

1. Statement of Proposed Activities: Attached a typed statement of the proposed activities associated with the travel and summarize how this travel will enhance your teaching and/or creative activities at CSUSM, a budget justification, and how your request meets the mission and vision of the University and of the CEHHS
2. An estimate of expenses (shown on the form below) associated specifically with the grant activity. Do not prorate general expenses, such as airline tickets.
3. A signature from your Chair/Director and an attached brief statement that specifies how the proposed activity furthers the goals of your unit.

**After Travel is Completed**:

1. Each recipient must submit a written “Report of Activities” to the Dean’s office within four weeks of their return to campus. The report should detail the activities undertaken and outline a plan for future activities, if appropriate.
2. Recipients should submit a completed travel claim form and supporting receipts to their administrative coordinator within their unit.

 

**Lecturer Travel Grant Application**

**Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last First

**Course/Program:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Work Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Travel Dates:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Where this activity will occur:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Estimated Expenses:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Total** |  | **Travel Grant Funds** |
|  |  |  |  |
| Per Diem (incl. lodging) |  |  |  |
| Air Fare |  |  |  |
| Auto Rental |   |   |   |
| Mileage ($0.58/mi.) |  |  |  |
| Miscellaneous |  |  |  |
| Shuttle/Taxi |  |  |  |
| Registration |  |  |  |
| Parking |  |  |  |
| **Total Estimate:** |  |  |  |

**Statement of Proposed Activities:**  Please attach your typed statement that includes the requested information noted in #1 above.

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| --- |
| Signature of Requester: Date: |
| Signature of Director/Chair: Date: |

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| --- |
| Signature of Dean or Designee: Date: |