**Departmental Commitment to Process Pre-Travel Documents**

**and Post-Travel Expense Reimbursement for**

**COAST Student Travel Funding Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name:** |  | **Campus:** |  |
| **Department:** |  | **Conference to Attend:** |  |
| **Location:** |  | **Travel Dates:** |  |
| **Amount of Travel Award Requested from COAST:** |  |  |

**If** the student listed above is awarded COAST Student Travel funds, the Department will assist this student in the planned domestic or international travel in the following ways:

* Direct the student to all required forms.
* Assist the student in completing the forms and obtaining required approvals.
* Assist the student in securing foreign travel insurance, as needed.
* Provide the student with accounting information and procedure for claiming personal travel-related expenses following completion of the trip.
	+ COAST permits travel advances if allowed by the campus.
* Reimburse student for eligible travel expenses up the maximum amount of the COAST award.
* Seek reimbursement from COAST following the student’s travel for eligible travel expenses up to the maximum amount of the COAST award.
	+ Documentation of student’s travel expenses must be provided.

COAST will reimburse the Department (or College) via CPO after receipt of student travel expense documentation. Reimbursement from COAST will not exceed $1,000.00 and will be limited to the actual award amount if the latter is less than $1,000.00. Expenses in excess of $1,000.00 will not be reimbursable by COAST in any case and will be the student’s responsibility. Contact Beth Pardieck, epardieck@csumb.edu, with any questions or to seek reimbursement.

**Department Chair**

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Name (Printed) Email

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Signature Date

**Department/College Fiscal Contact (for chartfield information and CPO notification)**

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Name (Printed) Email

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Phone Number