



**Departmental Commitment to Process Pre-Conference Documents
and Post-Conference Expense Reimbursement for
COAST Student Scientific Conference Expense Award Applicant**

Due to COVID-19, we are anticipating that all scientific meetings and conferences will be held remotely for the foreseeable future. COAST will accept applications covering registration fees for virtual meetings. Digital/electronic signatures are acceptable.

Student Name:	<input type="text"/>	Remote Conference:	<input type="text"/>
CSU Campus:	<input type="text"/>	Dates Held:	<input type="text"/>
Department:	<input type="text"/>	Registration Fee Requested From COAST:	<input type="text"/>

If the student listed above is awarded COAST Student Travel funds, the Department will assist this student in the following ways:

- Provide the student with required forms, accounting information and procedure for claiming conference registration expenses. Assist the student with obtaining required approvals.
 - COAST permits cost advances if allowed by the campus.
- Reimburse the student for their remote meeting registration fee up to the amount of the COAST award.
- Seek reimbursement from COAST following the student’s meeting for remote meeting registration fee up to the amount of the COAST award.
 - Documentation of student’s expense claim/payment request must be provided.

COAST will reimburse the Department (or College) via CPO after receipt of student expense documentation. Contact Kimberly Jassowski, (kjassowski@csumb.edu) with any questions or to seek reimbursement.

Department Chair

Name (Printed):	<input type="text"/>	Email:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

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

Name (Printed):	<input type="text"/>	Email:	<input type="text"/>
Phone:	<input type="text"/>		