**Departmental Commitment to Process Pre-Travel Documents and Post-Travel Expense Reimbursement for COAST Student Travel Funding Applicant**

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>CSU Campus:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Conference to Attend:</td>
</tr>
<tr>
<td>Location:</td>
<td>Travel Dates:</td>
</tr>
<tr>
<td></td>
<td>Amount of Travel Award Requested from COAST:</td>
</tr>
</tbody>
</table>

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 Kimberly Jassowski, (kjassowski@csumb.edu) with any questions or to seek reimbursement.

**Department Chair**

Name (Printed): Email:  
Signature: Date:  

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

Name (Printed): Email:  
Phone: