



**Departmental Commitment to Process Paperwork and Reimbursement Request for COAST Student Travel Award Applicant**

COAST is accepting applications for both remote and in-person conferences. Digital/electronic signatures are acceptable.

Student Name:	<input type="text"/>	Conference:	<input type="text"/>
CSU Campus:	<input type="text"/>	Conference Location (or Remote):	<input type="text"/>
Department:	<input type="text"/>	Conference Dates:	<input type="text"/>
		Amount 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 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 expenses following completion of the conference.
  - COAST permits travel advances if allowed by the campus.
- Reimburse student for eligible expenses up the maximum amount of the COAST award.
- Seek reimbursement from COAST following the student’s conference for eligible expenses up to the maximum amount of the COAST award.
  - Documentation of student’s 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 and will be limited to the actual award amount. Expenses in excess of \$1,000 will not be reimbursable by COAST in any case and will be the student’s responsibility. Contact Kimberly Jassowski, ([kjassowski@csumb.edu](mailto: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"/>		