

Student Pre-Travel Authorization Application

Student Competitor and Research Presenter Travel

Student Information

Full Name	
Student ID#	Phone Number
Email	
Brief Description of Presentation or Competition (include name of event, date and location):	

Student competitors who have won a CNU competition to represent the college and the student organization will receive travel assistance from their organization treasurers or the Office of Student Affairs and Admissions (OSAA)*. **The funding is to assist competitors, research presenters, or other formal presenters with funding for the cost of the day or days they are presenting and one (1) day for travel and/or rest.**

In order to receive this assistance the following must be completed prior to booking any travel:

1. A Letter or announcement from the student organization or research advisor to the Associate Dean for Student Affairs and Admissions acknowledging the event representation;
2. A completed **Student Pre-Travel Authorization Application**
3. **A Student Travel Expense Report form** with an estimate of cost
4. Copies of the cost estimate from hotel, airline etc. listed on the Student Travel Expense Report form.
5. A signed **Release Waiver and Participation Agreement**
6. Submit items 1-6 to the staff in the OSAA, Imani or Polly
7. Approval signature from the Associate Dean for Student Affairs & Admissions
8. A notification of the approval from the staff in OSAA

Student Signature	Date	Associate Dean for Student Affairs & Admission Signature	Date
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*Please note the funding does not cover all expenses. Please refer to the Student Organization Manual for more information.

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