California State University
SAN MARCOS

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Professional Advancement Travel Resource (PATR) Application

Name

Travel Title

International / Domestic

☐ Yes Destination:
☐ No

Name of your Supervisor, Faculty Advisor, or Dean

TRAVEL DETAILS

Travel Dates:
Start Date – End Date

Total Duration:
Number of days traveling

Destination(s):

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Funding Request

Projected Expense Breakdown

Lodging	
Airfare	
Mileage / Uber / Train / Rental	
Parking / Tolls	
Other Business Expenses	
Total	

Justification for Funding:
Explain why the requested funding is necessary and how it will be used.

Are there additional funding sources to support this trip?

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Travel Activities

Describe the activities you will be involved in during travel.

Have you applied to be a presenter, or will you be conducting direct research
(e.g., fieldwork, archival research)?

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Professional Growth

Explain how this will enhance your professional growth, career advancement, and/or fulfillment of ongoing expectations?

Relevance to the University Mission

Describe how your participation in this travel aligns and contributes to the university's mission.

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Desired Outcome

What do you hope to achieve from this travel experience?

Collaborative Travel / Co-Presenting

If you are applying for collaborative travel, please provide the following information

Name and Category of the Co-Applicant
(e.g., faculty, staff, student)

Dependency on Co-Applicant's Funding
Indicate whether you can still attend if the other applicant does not receive funding.

Collaborative Travel
If co-presenting or traveling with a partner who is applying separately, explain the collaboration and its benefits