Complete this application in its entirety to request reimbursement for travel to conferences/activities as a student. Please refer to the [STEM Success Center website](https://www.wlac.edu/academics/pathways/stem/STEM-Success-Center) for updated information and eligibility guidelines. Once done, send your completed application to [stemsuccesscenter@wlac.edu](mailto:stemsuccesscenter@wlac.edu). Upon return from your trip, you must fill out an expense form and conference review and testimonial to be reimbursed.

Name of student: Student ID # Major:

Home College is West LA? Yes No

Name of Conference: Sponsoring Agency:

Conference/Activity Location (City and State):

Conference/Activity Schedule Opening Date: Closing Date:

Departure date and time Return date and time:

Will you miss any classes due to this conference/activity? Yes No

Name of Conference/Activity Supervising Instructor:

Estimated amount of expenses (see [STEM Success Center website](https://www.wlac.edu/academics/pathways/stem/STEM-Success-Center) for daily maximums):

Transportation: Hotel: Meals: Registration Fees:

Supplemental documents. Please attach in your email in addition to this form.

|  |  |
| --- | --- |
| **Document** | **Attached in email?** |
| Unofficial transcript | Yes No |
| Class schedule for semester you will be traveling (if available) | Yes No |
| Statement of Purpose  No more than 250 words explaining the purpose of this conference, the benefits it will provide you, and how it will advance your goal to transfer into a STEM major at a 4-year institution. | Yes No |
| Excursion/Field Trip Waiver Form   * All students should complete sections A, B, C. * If using your own transportation including transportation that you are not piloting (e.g., airplane), also complete section D * If you are a minor, also complete section E | Yes No |

Signature of applicant: Date:

Signature of supervising instructor: Date: