

Student Travel: Checklist

- Discuss your travel plans with your mentor to see if they are appropriate to your academic and career goals.
- Send an email to Dr. Sanabria-Valentin (esanabriavalentin@jjay.cuny.edu) informing him of your intentions to attend the conference at least a month before the conference/meeting abstract submission deadline. Include in this email:
 - Conference name and dates.
 - Abstract submission deadline.
 - Link to the conference's webpage.
 - Draft of the abstract you will be submitting.
 - CC your mentor in the e-mail.
- You will receive an e-mail from Dr. Sanabria-Valentin confirming that in the case that you do not secure external funding for the travel, PRISM will be able to cover your travel expenses.
- Submit your abstract to the conference for consideration.
- After you receive confirmation from PRISM, apply to travel awards from John Jay College and from the conference organizers (when available):
 - John Jay Student Travel.
 - Cheryl Williams Student Presentation Scholarship.
 - JJC Young Scholars Award.
 - Conference Travel Award(s): _____
- Notify Dr. Sanabria-Valentin via e-mail if your abstract has been accepted by the conference organizers, and if you received or did not receive an external travel award.

If you **do not** receive an external travel award:

- Make an appointment with Ms. Patricia Samperi (psamperi@jjay.cuny.edu) to discuss the process to obtain a travel reimbursement from PRISM and to discuss the paperwork and evidence needed to process your travel reimbursement.

If you **do** receive a travel award:

- Follow the JJC or Conference guidelines on how to plan your travel.
- If there are expenses not covered by the travel award, discuss them with Dr. Sanabria-Valentin before you attend the conference.