



**IRA Application**  
**2023-24 Academic Year**  
**COVER SHEET**

*By completing and submitting the attached IRA Request, I certify that I have read and will follow Executive Orders 1062 and 1041, as well as Cal Maritime Field Trip and Off-Campus Activity Guidelines (see IRA Academic Year 2023-24 Funding Request Instructions).*

Submit this Cover Sheet and your completed IRA Request Form, along with accompanying documents (if appropriate), electronically to Sianna Brito at [sbrito@csum.edu](mailto:sbrito@csum.edu) by Friday, **April 14, 2023 5:00 p.m.**

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**FACULTY/STAFF TRAVEL BUDGET**

Complete the following table if proposed activity includes out-of-state or overnight travel. Out-of-state or overnight field trips require a faculty or staff member in attendance, but IRA funds may not be used for faculty/staff expenses. Non-IRA funding for faculty or staff travel must be earmarked and approved by appropriate dean or another authorizing official. ETQ001 reW\* n(A)-(o)7(r)TETQ001 reW\* nBT/TT2 195e7(r)TETQ005.4 (a