Undergraduate and Graduate Travel Support Application Form

[must be received no less than 30 days prior to any travel]

Applicant Name: ________________________________ KUID: __________________

E-mail: ______________________________________

Academic Department and Program Area: _____ C&T _____ EPSY _____ ELPS _____ HSES _____ SPE

Check degree program: _____ BS _____ MS/MSEd _____ EdS _____ PhD/EdD

Funds are requested for round-trip from Lawrence to: ____________________________

City ____________________________ State

to attend (name of conference/meeting/break): ______________________________________

This is a (check one) [ ] National meeting/conference [ ] Regional meeting/conference
[ ] Alternative Break [ ] International meeting/conference

Dates of conference/meeting: ____________________________ to ____________________________

Exact dates of travel: ____________________________ to ____________________________

Purpose of travel:

_______ Presenting (primary presenter/first author) (On a separate sheet, provide a complete citation for those presentations in which you will be involved. List title[s] and co-author[s]/co-presenter[s].) (Funding support maximum: $400)

_______ Co-presenting/secondary author (Funding support maximum: $250)

_______ Attending but not presenting (Funding support maximum: $100)

Attending with: ____________________________ (name of faculty member)

Please Print Name __________________________________________ Print Advisor’s Name __________________________

_________________________ __________________________
Signature Date

_________________________ __________________________
Advisor’s Signature Date

_______ Approved (Amount authorized: up to a maximum of $ _________.00)

_______ Not-Approved

Lisa Wolf-Wendel or Kelli Thomas, Assoc. Dean __________________________ Date

You must submit to your department’s financial officer original and receipts and have submitted an out-of-state travel request in order to receive reimbursement for your travel. Consult with your department’s financial officer for details.

Cc: Financial Officer, School of Education
    Financial Officer, Applicant’s Academic Department

Effective August, 2016