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** _____**SPED**

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)

_____ A**ttending 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**

_____**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