

***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)

_____ **Attending but not presenting or alternative-break** (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