

# *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: \$800. See Guidelines document for details.)

\_\_\_\_\_ **Co-presenting/secondary author** (Funding support maximum: \$500. See Guidelines document for details.)

\_\_\_\_\_ **Attending but not presenting or alternative-break** (Funding support maximum: \$150. See Guidelines document for details.)

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*