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.

Effective September, 2021