Higher Education Administration and Student Personnel
Professional Conference Support Request
(Dissemination of Research and Scholarship & Professional Development)

Name: _______________________________ Date: _______________________________

Email: _______________________________ Phone: _______________________________

Hours completed in the program (inclusive of current enrollment): __________________________

Destination: ____________________________ Dates of Travel: ____________________________

Name of Professional Association/Org: ____________________________

Description of purpose and role of participant: ____________________________

Travel Costs:
Transportation: $ _____ + Lodging: $ _____ + Registration: $ _____ + Food: $ _____ = Total: $ _____

Amounts Available from Other Sources:
Assistantship: $ _____ + Grad. Student Senate: $ _____ + School of FLA: $ _____ + Other: $ _____ = Total: $ _____

Amount requested from HIED Travel Fund: $ _____

Student Signature: __________________________

Participant Checklist:
1. Purpose is dissemination of scholarship and research
2. The purpose is only for professional development
3. Recognized professional association
4. Documented participant (attach copies)

NOTES
1. Applications will be accepted up to three months in advance for conferences during the period July 1 to June 30.
2. Priority is given to assist in the dissemination of scholarship and research. Students can apply for funding for no more than one conference, either domestic or international, within an academic year. Documentation of participation from the organization must be included.
3. Support will range between $100–$500, contingent on the availability of funds and role at the conference.
4. Return Travel Fund form to Dr. Stephen Thomas in 401-K White Hall.