Higher Education Administration & 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 are due no later than September 15 for fall travel and January 15 for spring and summer travel before 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. Christa Porter in 411A White Hall.