

Student Travel Support Request Form

Guidelines:

Students must comply with the following guidelines:

- The maximum amount allocated to a student will vary based on conference expenses, but will be limited to \$500 to cover conference registration and airfare only. Lodging and meal expenses are the responsibility of the student, and will not be reimbursed. (Be sure to check with conference administrators – students may receive a discount for volunteering during the conference, and they may also have a roommate list to help alleviate hotel costs.)
- Students must be enrolled in courses at the time of travel.
- No student may receive funds more than once in any four semester period.

Applications:

Students applying for travel support from the College of Education, Health and Human Sciences must submit the following to the business manager, Leslie Noecker (lnoecker@unomaha.edu), in Roskens Hall 211.

- A letter addressed to Dr. Neal Grandgenett, Dean, College of Education, Health and Human Sciences, specifying:
 - Full name (as it appears on your driver's license) and NU ID number.
 - Full name of conference/convention, location (city/state), and dates of the conference.
 - Level of involvement (only officers or presenters will be considered for funding).
 - Personal, professional and/or academic benefits of attending the conference.
- A copy of the conference registration application.
- An itemized list of anticipated expenses.
- A letter of support from a faculty member or a copy of the letter of acceptance for presentation from the conference.
- Desired flight schedule and registration application must be submitted to the Dean's Office in Roskens Hall 211 at least **45 DAYS PRIOR** to the conference for processing and purchase by the Dean's Office.

Priorities:

Students meeting the following criteria will receive priority consideration travel support:

- Students receiving awards.
- Students presenting and/or competing at a national convention/conference.
- Students who are attending as an officer in a CEHHS recognized student/honorary organization.
- Invited attendees.



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Student Name (as it appears on your driver's license): _____

Student Email: _____ NU ID: _____

Student Telephone Number: _____

Academic Department/Program (ex. H&K Exercise Science: TED Secondary Education):

Currently employed as a student worker/work study or graduate assistant? (circle one)

UNO / UNL / UNK / UNMC or NO

Contribution made by other department/program, in any (ex. Graduate Studies):

Amount: _____ Department/Program Name: _____

Total Funding Requested from COE (up to \$500): _____

Department Chair/Director Signature: _____ Date: _____

Faculty Supervisor Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

This page must be accompanied by documentation and descriptions outlined in the
"Student Travel Support Criteria and Guidelines for Allocations"

FOR DEAN'S OFFICE USE ONLY:

Date request received: _____

Date registration purchased: _____ Amount: _____

Date airfare purchased: _____ Amount: _____

Total Amount Contributed: _____