

**SCHOOL OF EDUCATION  
TRAVEL REQUEST FOR DEANS' OFFICE FUNDING**

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**ELIGIBILITY:** All Educational Studies and CSHPE students making professional presentations at meetings, conferences, symposia, etc. are eligible to apply. A maximum of \$300 will be awarded per student each academic year.

**NAME:** \_\_\_\_\_ **STUDENT ID#:** \_\_\_\_\_  
(please print)

**ADDRESS:**  
\_\_\_\_\_  
(Street & number) (City) (State) (Zip)

**PROGRAM:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**DAYTIME PHONE:** \_\_\_\_\_ **CONFERENCE DATES:** \_\_\_\_\_

**CONFERENCE NAME / LOCATION:** \_\_\_\_\_

**TITLE OF PRESENTATION:** \_\_\_\_\_

*You must attach documentation from the meeting sponsor to verify your presentation.*

**ESTIMATE YOUR TOTAL EXPENSES:**

Transportation: \$ \_\_\_\_\_  
Hotel: \$ \_\_\_\_\_  
Registration Fee: \$ \_\_\_\_\_  
Meals: \$ \_\_\_\_\_  
Other: \$ \_\_\_\_\_

**ADVISOR APPROVAL: (This section to be completed by the student's advisor)**

**Approval:** Please check the appropriate boxes below, sign and comment if you wish.

Is the applicant making satisfactory progress toward their degree?  Yes  No

Is this presentation relevant to the student's professional goals?  Yes  No

**Advisor (Printed)** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**DEANS' OFFICE APPROVAL / DATE:**

\_\_\_\_\_