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: