



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 discount for volunteering during the conference, and 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.

Application:

Students applying for travel support from the University of Nebraska at Omaha College of Education must submit the following to the business manager/ assistant to the Dean, Ms. Marsha Vance (mvance@unomaha.edu), in Roskens Hall 211.

- A letter addressed to Dr. Nancy Edick, Dean, College of Education, specifying:
 - Full name (as it appears on your drivers' license) and NU ID number.
 - Full name of conference/convention, location (city/state), and dates of the conference
 - Level of involvement (presenter, officer of COE organization, attendee, etc.)
 - 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 conference 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 COE recognized student/honorary organization
- Invited attendees

If you are interested in international travel/ study abroad, please contact the Dean's Office at 402-554-2719



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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. HPER Exercise Science; TED Secondary Education):

Currently employed as a student worker or work study at UNO/UNL/UNK/UNMC or NO? (circle one)

Contribution made by other department/ program, if 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 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: _____