



Student Travel  
Support Request Form

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 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'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: \_\_\_\_\_



## 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 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.

### 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. Leslie Noecker ([lnoecker@unomaha.edu](mailto:lnoecker@unomaha.edu)), in Roskens Hill 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 (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 COE recognized student/honorary organization.
- Invited attendees