

**College of Education Travel Award Request**

**Full name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee ID (if you have one):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Conference Information:**

**Conference Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title of Presentation**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Destination (City, State)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Departure/Return dates:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Estimated expenses:**

Registration Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Airfare: \_\_\_\_\_\_\_\_\_\_\_\_\_ Lodging: \_\_\_\_\_\_\_\_\_\_\_\_

Mileage:($.445/mile) \_\_\_\_\_\_\_\_ Taxi: Meals ($36/day): \_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you have any other funding for this travel experience: yes** [ ]  **or no** [ ]

**If yes, please describe:**

* I am sole or first author of the paper approved for publication.
* I acknowledge that this funding is limited to $500, and any expenses in addition to $500 will be paid by personal funds.
* I will familiarize myself with USF’s travel regulations before traveling:

<https://www.usf.edu/business-finance/controller/payment-services/travel.aspx>

Student Signature: Date

**For Dean’s Office Use Only: Approval**

*This conference is directly related to our academic discipline.*

*Presentation at this conference will increase USF’s presence in the academic community and provide a valuable professional development experience for our student.*

Ann Cranston-Gingras, Associate Dean of Academic Affairs Date

Forward to EDU-Travel@usf.edu at least 30 days before the travel start date.

How to apply for a Doctoral Student Travel Award

Criteria for Application:

* Sole, first or second author on a paper accepted for publication.
* National or international conference directly related to the academic discipline.

Supporting documents:

* A copy of the College of Education Travel Award Request
* A copy of the award notification from the conference
* A copy of the abstract or presentation

Email all supporting documents to EDU-Travel@usf.edu at least 30 days before the travel start date.

After the trip, to receive your reimbursement:

Supporting documents:

* A copy of the approved *College of Education Travel Award* form
* All receipts showing means of payment (cash or credit card)
* Conference Agenda (or Schedule-at-a-Glance)

Email all supporting documents to EDU-Travel@usf.edu within 7 days of returning from your trip.

Contact the CoEdu Travel Coordinator @ EDU-Travel@usf.edu with any questions or concerns.