

WKU EDUCATIONAL LEADERSHIP DOCTORAL PROGRAM SUPPORT REQUEST

This request must be approved before expenses are incurred.

Applicant Information:

Applicant Name: _____ <div style="text-align: center;">(Please print)</div>	<i>I hereby certify this activity involves official University business relevant to the duties of my position.</i>	_____ <div style="text-align: center;">Signature</div>
Applicant Status (Please check): Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/>		
Applicant Employment Status (Please check): WKU Employee <input type="checkbox"/> Not a WKU Employee <input type="checkbox"/>		
Note: For research activities, student <u>must</u> submit a copy of their project's IRB approval documentation to the Doctoral Program office with this request. A faculty signature for student authorization <u>must</u> accompany this application.		
		_____ <div style="text-align: center;">Faculty Signature</div>

Activity Information:

Type of Activity (Please check): Professional Development <input type="checkbox"/> Scholarly Conference/Presentation <input type="checkbox"/> Research <input type="checkbox"/>	
Beginning date of activity: _____	Ending date of activity: _____
Brief description of activity: _____	
If traveling, destination (city, state): _____	

TOTAL projected expense for this activity:

Expense	Amount	Description of Expense
Airfare:	\$	
Registration:	\$	
Lodging:	\$	
Meals:	\$	
Other Transportation:	\$	
Miscellaneous Expenses:	\$	
Miscellaneous Supplies:	\$	
		<div style="display: flex; justify-content: space-between;"> <div>TOTAL EXPENSES:</div> <div>\$</div> </div>
		<div style="display: flex; justify-content: space-between;"> <div>SUPPORT REQUESTED:</div> <div>\$</div> </div>

For research activities, please describe how each of the projected expenses relates to conducting this research activity:

For all other activities, please describe how the projected expenses relate to your doctoral program of study:

Date Form Submitted

\$ _____
Amount approved by Director

Director's Signature