**Student Travel**

Student travel to social work conferences will be supported pending availability of funds. Priority will be given to student presenting research, receiving awards or honors, and those who have not used travel funding in the past. The departmental office associate will track student travel requests and grants.

Faculty mentors are responsible to assist students with locating and completing funding applications for conference and event attendance. Faculty are also encouraged to ask for student travel funding when completing internal and external grant applications where student research assistance is utilized. All students are required to complete and submit to their faculty mentor a Release of Waiver and Liability Form prior to travel.

Students are expected to share rooms with other students (4 to a room with 2 queen beds, 2 to a room with 2 full beds) unless there are extenuating circumstances. All rooms must be paid for using the Procard. Students are responsible for returning lodging receipts to the office coordinator within 14 days of return. Registration will be paid at the student volunteer rate or regular student rate, if available. No food or incidental costs will be reimbursed. Transportation expenses will be covered on a case-by-case basis. Students receiving transportation funds must travel by the most economical means necessary.

**Potential Student Travel Grants**

It is expected that students will apply for all available WKU financial assistance resources prior to asking the department for support. Deadlines for these funding applications should be taken into consideration when considering conference attendance.

**Professional Development Expectations**

Before and upon return:

1. Students will meet with faculty mentor prior to travel to plan conference sessions to attend. Upon return, student will provide written summary of sessions attended and student learning outcomes
2. Develop a plan to disseminate information. Examples include

* Classroom presentation
* Video presentation
* Publication
* Poster presentation

**If you have any questions at any point during this process, please contact Tomitha Blair at** [**rebekah.daday@wku.edu**](mailto:rebekah.daday@wku.edu) **or 270-745-3512**

**You will receive an email from the department once your funding has been approved**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Graduate School (Graduate Students Only)**

[Conference Presentation Grant](https://www.wku.edu/graduate/aid/travel_grant.php) (Applications due Sept. 1 & Nov. 1 for fall; Feb. 1 and April 5 for Spring)

[Research Grant](https://www.wku.edu/graduate/aid/research_grant.php) (Applications due Aug. 31 and Nov. 1 for Fall; Jan. 31 and March 28 for Spring)

**WKU (Undergraduate Only)**

[FUSE](https://www.wku.edu/research/fuse.php) (Faculty-Undergraduate Student Engagement) - Applications are accepted twice a year at the beginning of the Fall and Spring semesters

[Lifetime Experience Grants](https://www.wku.edu/osd/lte/index.php) (Applications accepted three times a year- check website)



**Student Travel Authorization Form**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/dd/yyyy)

Requestor’s WKU ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major/Concentration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departure Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/dd/yyyy)

Return Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/dd/yyyy)

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course in which paper was developed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| See Office Associate for Mileage Rates | **Rate** | **Number of Days** | **SUBTOTAL** |
| **Airfare** |  |  |  |
| **Car Rental** |  |  |  |
| **Lodging (insert rate and number of days)** |  |  |  |
| **Mileage** |  |  |  |
| **Student Registration Fee** |  |  |  |
| **Miscellaneous** |  |  |  |
| **Total Travel Grants** |  |  |  |
| **TOTAL** |  |  |  |

**Please email completed form to** [**emily.gouvas@wku.edu**](mailto:rebekah.daday@wku.edu)

**STUDENT TRAVEL FUNDING APPLICATION**

**How does this activity relate to your professional development?**

**What is the activity? (Include attachments as necessary)**

**Discuss your intended outcomes from this activity as they relate to your professional research, or classroom instruction time:**

❒intended outcomes for publishing ❒ intended outcomes for classroom use

**Faculty Mentor Faculty Mentor Signature**

**Have you applied and/or received additional funding (FUSE, grants, etc.)?**

**Helpful Links for Additional Funding:**

[**Scholars in Service**](https://www.wku.edu/ccsj/scholarships-grants/scholars-in-service.php)

*The Scholars in Service (SIS) program awards scholarships to WKU students who have a desire to impact communities. SIS recipients can complete social justice or service activities locally, domestically, or abroad. Projects that promote volunteerism, service-learning, or social activism will be considered for funding.*