

WellStar College of Health and Human Services
Office of the Dean
Student Travel Support Application

The Dean's Office has a limited amount of funding available to support graduate and undergraduate students for professional/research travel. The WCHHS – Student Travel Support Application will reimburse any appropriate costs of a student’s trip so long as all travel-funding guidelines have been followed.

Consideration for funding will also be based upon the use and/or availability of financial resources (e.g. Student organizations, CETL, NCUR, URCA, etc.).

Eligibility Requirements:

- All students must be enrolled at KSU during the time period of the travel
- Travel must be completed by **June 15** – no exceptions
- Travel must involve a presentation (attach acceptance letter or email to this request)
- Faculty mentors must be under contract at KSU

Please submit all completed applications via email to:
Interim Senior Associate Dean, Dr. Laurie L. Tis
ltis@kennesaw.edu

STUDENT INFORMATION:		
Individual	Group	
Student Name:	KSU ID #	
Major:		
Faculty Mentor:	Department:	
Student Enrollment Status at time of travel: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate Student		
<p>a. Will the student be able to pay for his or her own travel expenses out-of-pocket and seek reimbursement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Has the student applied for travel funds from another department on campus? (CETL, student club or organization, URCA, NCUR, GSA, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes, but funding was denied <input type="checkbox"/> Yes – Awarded from Dept./Org.: _____ Amount Awarded: _____</p>		
TRIP INFORMATION		
Conference Name:		
Destination (City, State, Country):		
Travel Start Date:	Travel End Date:	
Trip Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring		
ESTIMATED TRAVEL EXPENSES:		
Airfare:	Hotel:	
Mileage:	Registration:	TOTAL:

*Membership fee(s) are the sole financial responsibility of the student and cannot be reimbursed by the State.