Return form to: Dr. Christa Porter
411A White Hall
cporte24@kent.edu

HIGHEDUCAUTION ADMINISTRATION AND STUDENT AFFAIRS
PROFESSIONAL CONFERENCE SUPPORT REQUEST
(Dissemination of Research and Scholarship and Professional Development)

Name: ________________________________ Date: _________________
Email: ________________________________ Phone: ________________________________

Hours completed in the program (inclusive of current enrollment): ________________________________

Destination: ________________________________ Dates of Travel: ________________________________

Name of Professional Association/Org: _______________________________________________________

Description of purpose and role of participant: ________________________________________________

Travel Costs:

Transportation: $ ______
Lodging: $ ______
Food: $ ______
Registration: $ ______

TOTAL COSTS: $ ______

Amount Available from Other Sources:

Assistantship site: $ ______
Other Funding (Identify): __________________________ $ ______

Amount Requested from HIED Travel Fund: $ ______

Student Signature ____________________________________________________________

Participant Checklist:

1. Purpose is dissemination of scholarship and research
   Or the purpose is professional development
   __________________
2. Recognized professional association
   __________________
3. Documented participant (attach copies)
   __________________

NOTES

1. Applications are due no later than September 15 for fall travel and January 15 for spring and summer travel before June 30.
2. Priority is given to assist in the dissemination of scholarship and research. Students can apply for no more than one conference, either domestic or international, within an academic year. Documentation of participation from the organization must be included. Only the actual presenter(s) of multiple-authored papers can be supported.
3. Support is limited to a maximum of $500 and is contingent on the availability of funds.