

AUDREY QUALLS TRAVEL AWARD
Request for Student Travel Support

Name: _____ Hawk ID: _____ University ID _____

Email: _____ Phone: _____

Department: _____ Program Area: _____

Name of Conference: _____

Dates of Conference: _____ Location: _____

Sponsoring Organization: _____

Presentation Title: _____

Name of student co-presenting if applicable: _____

(If co-presenting, each presenter must submit a request for support.)

Submit this request at least **two weeks before** the date of your expected departure to Ann Farland, College of Education, Office of the Dean, 459 Lindquist Center N.

Attach an abstract of your paper and a photocopy of the relevant pages of the program verifying your presentation or a copy of the letter in which acceptance of the paper is acknowledged.

No retroactive requests will be considered. You must be currently enrolled in the College of Education on the date of the conference.

The maximum amount awarded is \$400. The following types of expenses are covered up to the maximum of your travel award each fiscal year. Please obtain receipts for your expenditures.

- Conference registration
- Transportation – air, rail, bus, personal auto (as per UI regulations)
- Hotel expenses. Note: if a room is shared, each person must obtain their own bill. Please request this at time of registration. The bill must be in your name.
- Meals (as per UI regulations)

After your request has been approved, contact Ann Farland (335-5388). She will explain the details for submitting your trip expenses for reimbursement. As soon as you return from the conference, bring the **original** conference registration receipt and other travel receipts; they will be submitted with your travel expense voucher.

Reimbursement will be made through regular University channels.

Student signature: _____ Date: _____

Dean's approval: _____ Date: _____

Amount awarded: _____