



Student Request for Travel Funds

The Institute of Higher Education is pleased to make funds available to IHE graduate students for travel to professional meetings and for research purposes, as funds are available. Priority is given to students presenting papers and engaging in substantive research projects. ***The request for funds should be signed by the student and major professor and delivered to Megan Holloway.***

Up to \$500 in Institute funding may be awarded for individual trips. Students may apply for funding for more than one trip during the year, but equity in funding is a consideration, and Institute funds are limited.

Also, funds are managed to ensure there are sufficient amounts remaining to support student travel late in the academic year. Reimbursement of travel expenses must be requested no later than two weeks after travel completion and if the travel is in May or early June, then the reimbursement must be requested no later than June 10.

Conference or event:

Purpose for attending:

Dates of Travel:

Amount requested:

Presenting at conference

Student Signature: _____

Faculty Signature: _____

For office use only:

Graduate Coordinator's Signature: _____

Approved

Not Approved

Final decision: