

Return form to:  
Dr. Christa Porter  
411A White Hall  
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Date Received \_\_\_\_\_

Awarded \_\_\_\_\_

Denied \_\_\_\_\_

**HIGHER EDUCATION 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.