

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

This Student Travel Support Application will reimburse any appropriate costs of a student's trip so long as all traveling guidelines have been followed.

Organizations, CETL, NCUR, URCA,

Eligibility Requirements:

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

Workshops, etc. This application is for travel expenses only. It does not cover other expenses such as meals, lodging, etc. that are not reimbursable. The student is responsible for all other expenses.

STUDENT INFORMATION:	
Individual	Group
Student Name:	KSU ID #
Major:	
Faculty Mentor:	Department:
Student Enrollment Status at time of travel: Freshman ..Sophomore ..Junior ..Senior ..GraduateStudent	
a. Will the student be able to pay for his or her own travel expenses out-of-pocket and seek reimbursement? ... Yes .No	
b. Has the student applied for travel funds from another department on campus (CETL, student club or organization, URCA, NCUR, GSA, etc.) ...No ...Yes, but funding was denied ...Yes--Awarded from Dept./Org: _____ Amount Awarded: _____	

Trip Semester: .Fall ..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.