**Student Travel Funds Application**

Travel to regional and/or national conferences, professional organizations, scientific sessions, meetings and career benefiting symposia offers exceptional professional development and networking opportunities. Financial barriers related to travel and registration should not discourage students from supplementing their program of study by attending such meetings. Therefore, the Department of Kinesiology and Health Promotion has allocated limited student travel funds in the following amounts:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200</td>
<td>Presenting research/professional work at a national level meeting/conference</td>
</tr>
<tr>
<td>$150</td>
<td>Presenting research/professional work at a regional level meeting/conference</td>
</tr>
<tr>
<td>$50</td>
<td>Attending national or regional level meeting/conference</td>
</tr>
</tbody>
</table>

*For all award categories, expenditures must be greater than or equal to the amount awarded.  
*Amounts listed represent maximum awards. Exact amounts are determined by total available funds and number of applicants.

**Instructions & Deadline:**

DUE DATES for Completed Student Travel Funds Application and required documentation:

- **September 30th** for meetings/conferences held between September 30th and January 29th
- **January 30th** for meetings/conferences held between January 30th and May 29th
- **May 30th** for meetings/conferences held between May 30th and September 29th

Please provide the following information. Incomplete forms will not be processed. Completed forms should be submitted to Seaton Building, Room 100.

Student Name: _____________________  
Student UK ID#: ______________________

UK Email Address: ________________  
Phone #: ________________  
Graduate Student ☐  
Undergraduate Student ☐

Degree Program: _____________________  
Faculty Advisor: _____________________

**Purpose for travel funds request:**

☐ Presenting research/professional work at a national level meeting/conference ($200 maximum)

☐ Presenting research/professional work at a regional level meeting/conference ($150 maximum)

☐ Attending a national or regional level meeting/conference ($50 maximum)
If you are presenting, has your abstract been accepted for presentation as of date of travel award submission?

☐ I have not yet received confirmation that my abstract has been accepted for presentation (funding will be contingent on acceptance of presentation).
☐ My abstract has been accepted for presentation and a copy of the acceptance letter has been attached.
☐ N/A, I’m not presenting.

### Travel Costs

<table>
<thead>
<tr>
<th>Category</th>
<th>Estimated Cost</th>
<th>Source (please attach quotes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Car Rental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost per night</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total (including fees and taxes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (Please specify)</td>
<td></td>
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</tr>
</tbody>
</table>

**Total Amount Requested (Must not exceed amounts listed above): $__________________**

The following alternative travel funding sources are available to graduate students:
- Student Support Funding from The Graduate School
  - [http://research.uky.edu/gs/StudentFunding/supportfunding.html](http://research.uky.edu/gs/StudentFunding/supportfunding.html)
- Research Activity Award Fund from the College of Education
  - [http://education.uky.edu/ADeanRI/students/supports/travel-expenses](http://education.uky.edu/ADeanRI/students/supports/travel-expenses)

Have you applied for, or are you receiving any other funding or external support to help defray the costs associated with attending this conference/meeting?

☐ No ☐ Yes - Please report all other sources of additional funding in the space below:

________________________________________________________________________________________________________________________________________

Will you be sharing a hotel room with any other people?

☐ No ☐ Yes

What is the hotel cost per person, per night: ________________________________________________

Please list the names of all people sharing a room: ____________________________________________
Conference/Meeting Information

Conference/Professional Organization Name: _____________________________________________________

Conference/Professional Organization Website: ___________________________________________________

Conference/meeting start date: _____________ end date:______________

Conference/meeting location
Please include city, state, and hotel/conference center name:____________________________________

__________________________________________________________________________________________

Application Checklist:

☐ Completed Student Travel Funds Application

☐ Copies of travel expense costs quotes (i.e. airfare, hotel, registration, etc.)

☐ Copy of conference/meeting announcement or invitation

☐ Copy of conference/meeting acceptance letter and copy of abstract (if presenting)

Please describe in the space provided below how attending this conference/meeting will benefit you:


Signature:_________________________________________________ Date:___________________________

Terms and Conditions

● Demand for conference funds consistently exceeds supply, so awards are not guaranteed
● Students may not receive more than one funding award per fiscal year
● Non-presenters who receive funding from other sources are not eligible for these funds
● Students must apply for funding using the appropriate deadline that corresponds to the conference date