

College of Arts and Sciences

Student Travel Program Application

Applications for travel awards will be reviewed on a rolling basis. Applications take one month to review. Students who apply two calendar months before the trip are eligible for up to \$800. Students who apply one month before the trip are eligible for up to \$400. Students who apply less than one month before the trip will not be funded. Your scholarship will be processed through your financial aid package approximately one month before your trip. Save a copy of this application to your computer. Email your completed application as an attachment to: artsciugo@ksu.edu

Student First Name:* _____

Student Last Name:* _____

Wildcat ID Number:* _____

E-Mail Address:* _____

Major/Department:* _____

Research Supervisor:* _____

Research Supervisor's Department:* _____

Your faculty mentor will need to provide an email to artsciugo@k-state.edu, stating their endorsement of this trip and a concise justification of how the trip meets the criteria stated on the website: <http://artsci.k-state.edu/research/research-travel/index.html>.

Current Educational Status:*

Undergraduate

Graduate

If presenting research, give the name of the conference or event, the title and author list for the presentation, and confirm that you will present the research. If traveling to conduct research, provide details:

Brief description of travel destination/presentation venue (identify which conference, etc.):

Transportation – for airfare, submit quote from online travel source. For vehicle reimbursement, submit mileage and current State mileage rates.*

Lodging cost estimate:*

Date of trip start (leaving Manhattan):* _____

Date of trip end (return to Manhattan):* _____

Other anticipated expenses such as conference registration, ground transportation, baggage charges:

Total travel budget estimate:* _____

Please submit any other sources or possible sources of support for your trip. Graduate students are encouraged to apply to the Graduate School. Departments may also provide funding. You cannot receive total funds from all sources in excess of your trip costs.