



CETL Scholarship of Teaching and Learning (SoTL) Conference Travel Funds Program Application

INSTRUCTIONS: Complete this form, create a single PDF that includes both this application and proof of acceptance of your presentation (letter or email), and then obtain the required signatures before uploading the file on the website.

First Name: _____ Last Name: _____

Department: _____ Email: _____

Name of Conference: _____

Conference Website: _____

Location: _____ Travel Dates: _____

Presentation Title:

IRB Study Number: _____

Abstract or Presentation Description:

Check one:

I am the lead author on this presentation.

I am a collaborating author on this presentation.

Name(s) of author(s) in order of authorship (including your own name):

Travel Budget/Projected Expenses:

Expense (e.g., transportation, accommodations, per diem, etc.):	Cost:
Total Cost: Total Amount Requested (maximum \$1,000):	

I understand the eligibility requirements for funding. Prior to submitting the request to travel, it is my responsibility to ensure all requested funding meets KSU fiscal policies. Travel is subject to supervisor/institutional approval.

Applicant Signature:

Date Signed: _____

Supervisor Name:

Supervisor Signature:

Date Signed: _____