

***It's About Engagement* Travel Funds Program Cover Sheet**

INSTRUCTIONS: Type in your responses below, print the completed form, and sign the printed form. Create a single PDF that includes (a) this cover sheet, (b) proof of acceptance (letter or email) if delivering a presentation or invited to participate.

NOTE: Only one faculty member of a multi-authored presentation or only one member of a team attending the same opportunity (institute, conference, etc.) may apply for funding.

First Name _____ Last Name _____
 College _____ Department _____
 KSU Phone _____ Email _____

Name of opportunity (Institute name, Conference name, etc):

Location: _____ Travel Dates: _____

Purpose of Travel: _____

Presentation Title (if presenting): _____

Name(s) of KSU co-author(s) (if any): _____

I have informed all KSU co-authors that I have applied for funding, and they are aware that I will be the only author eligible to receive funding to deliver this presentation.

Travel Budget/Projected Expenses (NOTE: CETL will fund a maximum of \$1000 for Travel Award recipients)	
Expense (e.g., air fare, miles if driving, ground transportation, accommodations, meals, etc.)	Total Cost
Total Expenses Requested from CETL (maximum of \$1000):	

I understand that I must create and upload a single PDF that will contain this cover sheet, and proof of acceptance (letter or email) if delivering a presentation or invited to participate.

 Applicant Signature

 Date (mm/dd/yyyy)

 Department Chair Signature

 Date (mm/dd/yyyy)