

**Darden College of Education and Professional Studies
Dean's Office Travel Fund**

The Dean's Office has a limited amount of funding available for student travel. The travel must be related to an accepted paper or presentation at a research conference on the national or international level and is limited to one award per academic year. Travel to regional or state/local conferences will not be funded by the Dean's Office, but funds may be available at either the departmental or university level.

The student must be an enrolled student (full or part-time) from a degree program in the DCEPS. The maximum amount awarded from the dean's office is \$350. A statement of support from the department chair indicating department funds is required. Departments are encouraged to match the amount awarded from the dean's office. Awards are limited to one per year. No more than three awards may be given to a single student.

Students are required to submit the following documentation using the ODU Dean's Student Travel Request form

1. Proof of the acceptance of the paper from the conference.
2. Description or abstract of the paper
3. Relevance of the conference to the program of study or future research
4. Description of the student's role at the conference (i.e. presenter)
5. A recommendation from an advisor or GPD/UPD
6. Signature of department chair indicating the financial commitment provided to this student.

Student travel has limitations as to the definitions of a reimbursable expense. The reimbursement is limited to conference registration, lodging, and travel to and from the conference. Reimbursement cannot be granted for car rental or shuttles, meals, baggage fees, or other incidentals.

If a student incurs expenses that have been paid by the Dean's Office and the student decides not to attend the conference, the money must be repaid to the university.

DUE DATES: Fall Travel: September 1
 Spring Travel: January 15
 Summer Travel: May 15

OLD DOMINION UNIVERSITY
Dean's Office Student Travel Fund

APPLICATION

Section I: Applicant information

A. Name: _____ B. Date: _____
C. Program Undergraduate Masters Ph.D. Full-time Part-time
D. Department _____
E. ODU Email: _____

Section II: Please indicate the professional meeting for which you are requesting support

A. Meeting: _____
B. Meeting dates: _____ C. Refereed: Y N
D. Conference type: National International

Section III: Estimated expenses (max. amount of support available = \$350 per year)

A. Estimated travel cost: _____
B. Estimated registration cost: _____
C. Estimated lodging cost: _____
D. Total amount requested (max \$350): _____

Section IV: Funds from other sources

A. Amount: _____ B. Source: _____

Section V: Proposal(s)/Creative Activity (ies)

A. Title: _____
B. If presenting, or leading a workshop:
1. Submit a one page (maximum) abstract for the paper being submitted, or attach a one page description of the activity you will be leading.
2. If presentation accepted or invited, attach appropriate verification. Presentations under review are not fundable until the acceptance notification is received.
3. Denote presentation status: Accepted Invited

Section VI: Authorization and signatures

Signature of advisor: _____
(Printed Name) (Title) (Signature)

Signature of applicant: _____

Checklist of documentation

- Documentation of presentation acceptance or other relevant activity
- Letter of support from advisor or GPD/UPD
- Letter verifying departmental funding status from the department chair
- Both signature lines completed (Section VI above)

Section VII: Approval and signatures

Signature of Approving Dean: _____
(Printed Name) (Title) (Signature)

Semester Fall _____ Spring _____ Summer _____