

College of Education
Student Professional Travel Funding Application Process

Guidelines for the funding

1. Undergraduate and graduate COE students are eligible to apply for the funding.
2. The conference needs to occur before the student graduates.
3. There is a \$500 maximum request for funds.
4. Students may only apply once a semester.
5. If more than one student is presenting in the same presentation, then each student must complete their own application.

Here are the steps for applying for Student Professional Travel Funding.

1. The student needs to do the following:
 - a. Complete the application
 - b. Sign form and send to the faculty member who is mentoring them in the presentation
2. The faculty member needs to review and sign application. Then, the faculty member will send it to their Department Chair.
3. The Department Chair will review and sign the application. Then, they will send it to the Dean.
4. The Leadership Team will review the application and make the funding decision.
5. The student and faculty member will be notified of the decision.

If funded, reach out to Jamie Sherwood (COE Business Manager) at jsherwood@augusta.edu to discuss AU travel policies and payment.

If you have questions about the process, reach out to Dr. Julie Herron, jherron@augusta.edu



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**College of Education
Student Professional Travel Funding Application**

Date: _____

Student's Name: _____ **Student ID:** _____

Email: _____

Cell Phone #: _____

Current Program enrolled: _____

Semester and Year Entered the Program: _____

Anticipated Graduation Date: _____

Conference Information

Conference Name: _____

Location: _____ **Dates:** _____

Title of Presentation: _____

Brief Abstract:

Contribution:

Faculty Mentor: _____

Expenses

Registration: \$ _____

Lodging: _____ nights x \$ _____ per night = \$ _____

Transportation:

Driving: _____ miles x \$0.56 per mile = \$ _____

Airfare: Quoted Airfare = \$ _____

Source of Quote: _____

Estimated Total: \$ _____



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Name

Signature

Date

Student

Faculty Member

Department Chair

Dean's Office Use Only

Total Amount Requested: \$ _____ **Total Amount Approved: \$** _____

Judi Wilson, EdD
Dean, College of Education

Signature

Date