

## Darden College of Education and Professional Studies

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 university level.

The student must be an enrolled student (full or part-time) from a degree program in the DCEPS

statement of support from the department chair indicating department funds is required. Departments are encouraged to match the amount awarded from the

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

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
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 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**  
**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): \_\_\_\_\_