



**Section 2 – Tell Us About Your Travel – Dates, Location, and Estimated Expenses**

*Leave a field blank if it does not apply.*

Dates of Travel	From:	To:
Name of Conference		
Location (City, State, Country)		
Registration		Cost: \$
Transportation to Location (Airfare, Mileage, etc)	Type:	Cost: \$
Accommodation	Name:	Cost: \$
Meals not included with Registration		Cost: \$
Local Transportation		Cost: \$
Other Expenses (please specify)		Cost: \$
<b>Total Expenses</b>		<b>Cost: \$</b>

Do the expenses listed above consider the least possible cost options?    YES            NO

If no, why not:

Will any other units on campus contribute funds towards this travel?    YES            NO

If yes, which units and at what amounts?

### Section 3 – Tell Us About Your Conference

Please copy the website address of the conference here:

Please explain the importance of this conference to your field or discipline. Where appropriate, include information about the following: international vs national vs regional vs state/local; how the conference is regarded in the field; the selectivity of the conference; how well attended; type of individuals that regularly attend.

Type of presentation: Large Group                      Small Group                      Panel Discussion  
(check all that apply)                      Poster Session                      Other \_\_\_\_\_                      Not Presenting

Has your presentation received notification of acceptance?    YES                      NO

Will you be presenting with a Graduate student(s)?    YES                      NO

If yes, please list student(s):

Will there be potential Graduate students at the conference with the possibility to recruit for KSU graduate programs?    YES                      NO

If yes, will you be recruiting for KSU graduate programs?    YES                      NO

Have you attended/presented at this conference previously?    YES                      NO

If yes, what were the results?

#### **Section 4 – Tell Us About Your Research**

Please describe the research or creative activity you are presenting.

Please relate the potential for publication of this research, including any potential journals.

Please use this space to give any other information about this request, such as additional ways your participation will benefit Kennesaw State University.

## **Section 5 - Support and Approval of Department Chair**

Please have your Department Chair complete this section.

Name Email

Department

Do you support this request for travel funding? YES NO

Please give a brief description of how this conference presentation will benefit your department and/or Kennesaw State University.

Department Chair Signature

Date

## **Section 6 – Signature and Attachments**

Please sign below acknowledging that all information provided is accurate to the best of your knowledge.

Signature

Date

Please attach the following:

1. Conference Agenda and/or Brochure
2. Acceptance Notification (if available)
3. Confirmation of funding from other units (if applicable)
4. Additional information about your research (if needed)

Please send request form and attachments, as one document, by email to [gradcollegeforms@kennesaw.edu](mailto:gradcollegeforms@kennesaw.edu) or deliver to David Baugher at KH 3425/MD #0112.