

Student must be a major from a department within the College of Liberal Arts and must be presenting a paper at a conference or national meeting.

CLA Student Travel funds are limited to \$800 per student.

Students are limited to one travel request per year funded by the college.

Name: _____ **Department:** _____

Dates of Travel: _____ **Location:** _____

Student is a major from a department within the College of Liberal Arts

Application Process: *Please submit this checklist along with the following paperwork to the Administrative Assistant within the Department from which you are a major at least three weeks prior to traveling:*

Completed Out-of-State Travel Request Form (if traveling out of state)

Documents showing that you are presenting

Documents showing airline estimate, whether driving or flying

Documents showing designated hotel information

Documents showing registration

Once submitted and approved, you will be notified by the travel office. Please contact Janie Leftwich, x2602 tleftwich@uco.edu, if you have any questions regarding this process.

Helpful forms or sites:

Out of State Travel Request form:

<http://sites.uco.edu/administration/uco-travel/files/out-of-state-travel-request.pdf>

Per Diem Rates:

Please note that the per diem rates for student meals are a maximum of \$20 per day per student as set by University guidelines.

Office of Research and Grants:

<http://www.uco.edu/la/files/pdf/Updated-Student-Presentation-Grant.pdf>

Students may request funds to help pay for airline tickets.