

**UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING**

Process for Applying for a Student Travel Grant

Purpose: To support student attendance at conferences that will enhance their educational experience. Funding will be awarded based on the available financial resources in the College of Nursing.

Eligibility: Primarily for students who are (1) presenting a paper or a poster at a regional, national or international conference; (2) who are receiving an award; or (3) assuming an elected office.

Sources of Travel Funding: Since the College of Nursing has limited funds for student travel, it is important that students seek other sources of funding initially.

FOR ALL STUDENTS:

Delta Psi: Another source of potential funding is Delta Psi, the UK Chapter of Sigma Theta Tau International Honor Society of Nursing. Priority is given to Delta Psi members. Delta Psi Scholarship Applications are available in Student Services 309 CON. Limited funds are available.

Conference Discounts/Honorarium: Students should ask the conference officials about student discounts and if they are presenting an honorarium in the form of registration or travel assistance.

FOR PhD STUDENTS:

UK Graduate School: Apply for travel support from the UK Graduate School by using the online application for student support form and guidelines below. Note graduate school deadlines http://www.research.uky.edu/gs/StudentFunding/support_guidelines.html

Awards may total no more than \$400 per student per fiscal year (July 1-June 30) for presentations at domestic locations; or \$800 per fiscal year for presentations at international locations. Submit your application at the same time you submit your abstract. Once you receive an acceptance letter, submit copy to the Graduate School. Applications must be submitted online by the 15th day of the month prior to month of the conference (e.g. January 15th for February conference), preferably as early as possible due to the limited funds available.

UK College of Nursing: If additional financial support is needed, send a printed and signed travel request to the Director of the PhD Program in the College of Nursing **at least one month prior to the conference**. Submit a copy of your Graduate School Student Support application and the attached *Estimated Budget for Student Travel* form to the Director of the PhD program.

Applications will be reviewed by the PhD Program Director and funds will be awarded based on the available financial resources in the College of Nursing.

FOR DNP STUDENTS:

UK College of Nursing: If additional financial support is needed, apply through the office of the Director of the MSN/DNP Program **at least one month prior to the conference**. Submit a printed and signed copy of your Graduate School Student Support application and the attached *Estimated Budget for Student Travel* form to the Director of the MSN/DNP Program.

Applications will be reviewed by the DNP Program Director and funds will be awarded based on available financial resources in the College of Nursing.

FOR UNDERGRADUATE STUDENTS:

UK Office of Undergraduate Research:

A potential source of funding for travel support is the Office of Undergraduate Research using the on-line application: http://www.uky.edu/UGResearch/research_travel.html

UK College of Nursing: If additional financial support is needed, apply through the office of the BSN Program Director **at least one month prior to the conference**. This is done by completing the attached application forms: (1) Undergraduate Student Application for Travel Funds from the College of Nursing; and (2) *Estimated Budget for Student Travel*. Submit a printed and signed copy of your completed application and the attached Estimated Budget for Student Travel form to the Director of the BSN Program.

Applications will be reviewed by the BSN Program Director and funds will be awarded based on financial resources in the College of Nursing.

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Student Application for Travel Funds from the College of Nursing

Name		UK ID#
Address		
Phone		
Email		
Level of Student		
Credit Hours Completed:	Date Degree Expected (Sem/Yr.):	
Faculty Mentor (if applicable):		
Are you currently a UK employee (check one)? NO or YES (If yes, where?):		
1. State briefly the purpose of the travel:		
2. What is the amount of funding requested from the UK College of Nursing? \$		
3. Have you previously received a student travel grant from the UK College of Nursing? Check one: Yes No If yes, amount of travel grant and date: \$_____ Date: _____		
4. What other sources of travel funding are being sought and amount? (e.g., UG Research; Delta Psi). Sources: _____ Amount _____		
5. Attach a copy of the abstract accepted for presentation and acceptance letter (if applicable).		

Student Signature

Date

Please print, sign and submit to your program director.

**UNIVERSITY OF KENTUCKY
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ESTIMATED BUDGET FOR STUDENT TRAVEL**

STUDENT NAME:

Faculty Mentor

TITLE OF CONFERENCE:

DATES OF CONFERENCE ATTENDANCE:

LOCATION OF CONFERENCE:

REASON FOR ATTENDING:

COSTS RELATED TO CONFERENCE	COST	EXPLANATION
Conference Registration Fee		
Cost related to flight or other means of transportation (Roundtrip)		
Hotel (recommended that students share rooms)		
Shuttle, bus, or taxi fare (from airport to conference)		
Meals		
TOTAL cost of travel		
Amount of other travel support (Graduate School, Undergraduate Research Office; Delta Psi)		
Amount requested from the CON		

Associate Dean Approval:

Date of Approval:

Dean's Office Approval:

Date of Approval:

Amount Approved by College of Nursing:

Date of Approval:

**UNIVERSITY OF KENTUCKY
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PROCESS FOR TRAVEL REIMBURSEMENT

If travel is approved and to be funded by the CON, the following steps must occur for reimbursement:

1. APPROVED TRAVEL REQUEST with the source of funding must be submitted to the business office prior to making any arrangements.
2. REGISTRATION – fees can be paid using the CON credit card. Bring your completed registration form to room 315Z CON Bldg. and it will be processed. If you prefer to do your own registration you must have an original paid receipt or if doing online you must print your receipt showing your credit card has been charged.
3. TRANSPORTATION – *FOR STUDENTS WHO ARE NOT EMPLOYEES* airline tickets go through the UK travel office and the CON credit card will be charged. -OR- You can buy your ticket elsewhere using your own money, submit the original receipt and you will be reimbursed after the trip. *FOR UK EMPLOYEES*: if you decide to purchase your airline ticket using other than the UK travel office a cost comparison must be done on the same day you purchase the ticket. This cost comparison must come from the University's online travel system, Trip Manager. See the website at <http://www.uky.edu/Travel/>.

Ground transportation reimbursement (for taxi, shuttles, bus, subways or trains) requires an original receipt if the cost is more than \$10.

Mileage is paid at the current university reimbursement rate. The University will only pay the cost equal to an airline ticket. *FOR UK EMPLOYEES*: a cost comparison should be included with your request for reimbursement.

4. LODGING - You must have an original hotel bill for reimbursement. If you are sharing a room, have the hotel split the bill showing your portion.
5. MEALS – *FOR STUDENTS WHO ARE NOT EMPLOYEES* you must have meal receipts to get reimbursed. *FOR UK EMPLOYEES*: you will get subsistence according to the federal per diem rates <http://www.uky.edu/EVPFA/Controller/files/BPM/E-5-1.pdf>

Please print sign and submit all documentation for reimbursement to:

Associate Dean Administration and Finance
University of Kentucky College of Nursing
315I CON Bldg.
Lexington, KY 40536-0232