

School of Human Sciences Student Travel Application

Submit applications to the School of Human Sciences in Woodcock Hall 115. Student travel funds will be awarded twice each fall and spring semester. Hand-written, incomplete, inaccurate, and/or applications missing required signatures will be delayed in processing, so complete application fully. *Please review student travel guidelines posted on the SHS website.

Date: _____ Student ID: _____

Name: _____ TWU Email: _____

Mailing Address: _____

Phone Number: _____

Major: _____ Classification: _____

Number of hours enrolled during semester of travel: _____

Type of conference: local state regional national international

Title of Conference/Event: _____

Event Location: _____

Your Participation in the Event: Attending Presenting

Describe type of presentation or activity: _____

If paper or poster presentation, list the title as indicated in the conference program. Please indicate with an asterisk which of the authors will be the main presenter:

Indicate if officer: Yes No

Will the abstract or manuscript of your presentation be published in conference materials? Yes No

Purpose of attendance and benefit to Texas Woman's University and the HDFSC department:

Start date of travel: _____ End date of travel: _____

Estimated travel costs:

Registration: _____ Food: _____ Lodging: _____ Airfare/Mileage: _____

(Alcohol, lodging within the DFW area, or other expenses will not be considered.)

TOTAL ESTIMATED COST: _____

Have funds from the **TWU** Student Travel Committee been received for this academic year?

Yes No If so, how much? _____ When received? _____

Have funds from the **SHS** Student Travel Committee been received for this academic year?

Yes No If so, how much? _____ When received? _____

Student Signature

Date

Faculty Advisor/Sponsor Signature

Faculty Advisor/Sponsor Printed Name

Date

----- **FOR OFFICE USE ONLY** -----

Date reviewed: _____ Amount awarded: \$ _____

Approved by Department Chair _____ Date: _____

Amount reimbursed: \$ _____ Date: _____

Notes: