

**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 quality of the proposal and 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 PhD STUDENTS:**

1. UK Graduate School: Apply for travel support from the UK Graduate School by using the online application:
<http://www.research.uky.edu/gsfellowship/StudentSupport.pdf>

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 a copy to the Graduate School.** Applications must be submitted on 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.

2. 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.
3. UK College of Nursing: If additional financial support is needed, apply through the office of the Associate Dean for Research and Scholarship 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 Associate Dean for Research & Scholarship in 501E-2 College of Nursing.
 - Applications will be reviewed by the Associate Dean for Research and Scholarship. Travel grants will be awarded based on the merit of the request and available financial resources in the College of Nursing.

**** FOR MSN and DNP STUDENTS:**

1. Delta Psi: A 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.

2. **MSN Students only.**

UK Graduate School: Apply for travel support from the UK Graduate School by using the online application:

<http://www.research.uky.edu/gs/fellowship/StudentSupport.pdf>

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 a copy to the Graduate School.** Applications must be submitted on 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.

3. UK College of Nursing: If additional financial support is needed, apply through the office of the Director of the MSN and DNP 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 MSN and DNP Programs in 202 College of Nursing.

- Applications will be reviewed by the Director of the MSN and DNP Programs. Travel grants will be awarded based on the merit of the request and available financial resources in the College of Nursing.

**** FOR UNDERGRADUATE STUDENTS:**

1. Undergraduate Program at UK, eUreKa!

A potential source of funding for travel support is Undergraduate Program at UK eUreKa! using the on-line application:

<http://www.uky.edu/EUREKA/travelform/index.htm>

2. 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.

3. UK College of Nursing: If additional financial support is needed, apply through the office of the Director of the Undergraduate Program in the College of Nursing **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 the completed application to the Director of the Undergraduate Program, c/o the Administrative Assistant for the Undergraduate Program in 315 K College of Nursing.

- Applications will be reviewed by the Director of the Undergraduate Program. Travel grants will be awarded based on merit of the request and available financial resources in the College of Nursing.

**UNIVERSITY OF KENTUCKY
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Undergraduate Student Application for Travel Funds from the College of Nursing

Name _____

Address _____

Telephone _____

Email Address _____

Level of Student _____

Credit Hours Completed _____ Date Degree Expected _____

Faculty Mentor (if applicable) _____

Are you currently a UK employee? _____ Yes (If yes, where? _____)
_____ No

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: Amount _____ Date _____

4. What other sources of travel funding are being sought and amount? (e.g., UK eUreKa!; Delta Psi).

Sources _____ Amount _____

5. Attach a copy of the abstract accepted for presentation and acceptance letter (if applicable).

Student Signature

Date

**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 (eUreKa!; Delta Psi)		
Amount requested from the CON		

Amount Approved by College of Nursing: _____ **Date of Approval:** _____

Program Director or Associate Dean Approval: _____

Dean's Office Approval: _____ **Date of Approval:** _____

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PROCESS FOR TRAVEL REIMBURSEMENT

If travel is approved and to be funded by the CON, the following must be followed 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 Donna Capestany in room 315 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, TripManager. 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 rate of 44.5 cents per mile. The University will only pay the cost equal to an airline ticket. If you are a *UK Employee* 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 employees* you will get subsistence according to the federal per diem rates www.uky.edu/EVPFA/Controller/aphome/aptrvl.html

Please submit all documentation for reimbursement to:

*Karen Minton/Donna Capestany
University of Kentucky College of Nursing
315 CON Bldg.
Lexington, KY 40536-0232*