

STUDENT TRAVEL/CONFERENCE STUDENT REIMBURSEMENT REQUEST

PROCESS

- Request for student travel/conference reimbursement must be done prior to event.
- Complete Part I and email to Dr. Lineberry for signature, she will return the signed form to you.
- After travel/conference complete Part II of the form and email to Caroline Nofio at caroline.nofio@uky.edu.
- Request will be reviewed and submitted if complete.
- After submission an email will be sent to you and Dr. Lineberry when request has been submitted for payment.

PART I

Student Information

Student Name (Last Name, First Name): _____

Student ID #: _____ Phone #: _____ Email Address: _____

Address Check to Be Sent: _____

Conference Information

Conference Start Date: _____ Conference End Date: _____ Did you present at conference? _____

Why do you want to attend this conference? Give examples of how this pertains to your education.

Name of Conference: _____

Conference Address or Online: _____

Funding

Conference Cost: _____ Amount Requested: _____ Are you receiving funds for this conference from another source? If yes, amount and name of other funding source: Amount from other source: _____

Name of other funding source: _____

Part I Approval

Signature: _____ Date: _____

Dr. Lineberry

PART II

Send this signed document to Caroline Nofio at caroline.nofio@uky.edu with documentation listed below.

Documentation

Only PDF documents including conference agenda, dates, conference registration form, payment documentation (redact any and all financial information other than payment directly related to this request). All documents must be in one PDF file save as your last name, first name, conference name and conference date(s).

Part II Approval

Signature: _____ Date: _____

Caroline Nofio

PART III

Submitted for payment on: _____ By: _____