

**College of Education & Psychology  
Co-Curricular / Student Travel Funds Request**

Please complete this form, email it to Sydni Blundell ([sblundell@uttyler.edu](mailto:sblundell@uttyler.edu)), and CC your advisor/supervisor in the email.

<b>Traveler/Student Name:</b>		
<b>Event Title (e.g., conference name):</b>		
<b>Dates for Event:</b>		
<b>Location:</b>		
<b>Requested Funds:</b>		
	Registration Cost:	
	Estimated Transportation Cost:	
	Estimated Lodging Cost:	
	Estimated Miscellaneous Costs:	
	<b>Total Costs:</b>	
<b>Endorsing Faculty Member:</b> (also CC'd in email)		
<b>Will the faculty member attend the travel?</b>		
<b>Any other important information:</b>		

\*For registration costs, you can coordinate with Sydni to use college funds to pay for registration before attending the conference. This method is preferred over you paying for registration and then asking for reimbursement afterward.

\*\*For other costs that are not incurred until during or after the conference, please save all receipts and coordinate with Sydni (or your departmental admin: Linda in Psychology & Counseling or Justine in School of Education) about how to submit the proper documentation for reimbursement.