



Phi Beta Delta Alpha Pi Chapter 2006/2007 Student Travel Fund Information

The University of Kansas Alpha Pi Chapter of Phi Beta Delta provides travel funds to support KU PBD Alpha Pi student members' attendance at a conference in the U.S. to present a paper or workshop with an international focus;

or

a conference abroad (outside of the U.S). This paper or workshop does not require an international focus.

The student's paper or workshop must be accepted at the time the application for travel funds is submitted.

Eligibility

All KU graduate and undergraduate students who are active Phi Beta Delta members are eligible to apply for the travel funds, following the criteria outlined below. Preference will be given to students who are enrolled full-time and who have a 3.0GPA (undergraduates) or 3.5GPA (graduates). Applicants are limited to one KU PBD travel award. A second award may be considered for exceptional reasons. Students interested in requesting a second award must contact the PBD President before submitting an application. Currently this person is John Simmons (jsimmons@ku.edu).

Expenses Covered

Requested funds may help cover costs related to transportation, hotel and/or conference registration fees that are not covered by other fund sources.

All receipts for expenditures must be submitted within three weeks of completion of travel. Awardees must also submit a short (one page or less) summary of their participation in the conference to be published in an edition of *Horizons*.

The funds are paid as a reimbursement after the Alpha Pi Chapter receives the expenditure receipts, the conference participation summary, and a program of conference proceedings showing their participation.

Application Submissions

The PBD Alpha Pi Chapter considers applications two times during the year:

February 1, and September 1

Within its budgetary limits, PBD will reimburse up to \$300 for costs associated with travel, accommodations, and/or registration.

Decisions regarding February 1st submissions will be made and all applicants notified by February 15.

Decisions regarding September 1st submissions will be made and all applicants notified by September 15.

Application Procedures

- Obtain a PBD Alpha Pi Chapter Student Travel request form at [KU PBD - Alpha Pi Chapter](#) Complete the form.
- Write a brief (2-3 paragraph) narrative describing the paper or workshop and its significance to your educational experience and/or your degree program. If the paper or workshop is to be given in the United States, clarify its international focus.
- Obtain a *sealed* letter of support from your graduate advisor or a faculty member familiar with your work. The letter should comment on the quality of your work and scholarship. It should also discuss the significance of your research to the conference or the field in general and any other justification for the award the faculty member deems significant.
- Deliver the completed application package to Malika Lyon, Office of International Programs, 1450 Jayhawk Boulevard, Room 300, Lawrence, Kansas 66045, by the application submission dates above.

Questions regarding the above procedures should be directed to jsimmons@ku.edu or 864-4508.

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