

Kansas State University
LGBT
Resource Center
Travel Funding Request Form

Purpose of Request:

Name: _____ E-Mail: _____

Event Name: _____ City/State: _____

Event Dates: _____ Registration Cost: _____

K-State Affiliation: _____ Cumulative GPA: _____

Purpose of Travel: _____
(Presenting; Leadership Opportunity; Etc.):

Please provide a cover letter explaining the purpose of your request. This should include details about what type of conference/meeting you will be attending, sessions or activities that you will attend at the conference/meeting, and how this experience can specifically benefit you and the K-State LGBT community. Please see additional addendum items on page 2 of this form. Minimum - 700 words.

Current Kansas State University students must have a cumulative GPA of 2.5 or higher to be considered for funding. Students may appeal this requirement, if not met, by addressing the circumstances for the current cumulative GPA and the student's measures to address the circumstances in the future. This appeal should be attached with the cover letter and request form at time of submittal. Documentation of circumstances can be attained by speaking with the Office of Student Life, Diversity and Multicultural Student Affairs, or departmental advisor. A representative of the Student Life division or advisor will need to confirm the written appeal.

Requests are only considered to attend functions that are specifically inclusive of LGBT activities, research, or leadership. Funding will be determined by members of the LGBT Resource Center Advisory Board and based upon the number of requests for funding, extent of the individual's involvement with the conference/meeting (i.e. presenting vs. attending), and location of said conference/meeting.

Applicant Signature: _____ Authorized: _____

Date: _____ Date: _____

Travel Funding Request Addendum – 2019

Students, Faculty, and Staff of Kansas State University are eligible for funding through the Travel Funding Request. Due to limited funding and increased costs of conference/travel expenses additional criteria for eligibility must be met. Please address the following:

- a) Registered member of recognized KSU student organization or faculty/staff organization
- b) Service to University community (i.e. volunteer for LGBTQ2 identified organizational event, executive board member of a registered KSU organization, conference presenter, campus presenter for LGBTQ2 events or classroom)
- c) Estimated number of hours or specific occurrences of service to University community
- d) Intended future service to University LGBTQ2 community