



**College of Human Sciences and Education**  
*School of Leadership and Human Resource Development*

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**Graduate Assistant Travel Award Program | Funding Request Form**

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Name (last, first)	LSU ID
	Fall   Spring   Summer

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Email Address	Semester/Year of entry into LRHD Program
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Have you previously received a LHRD GA Travel Award?	If so, what semester/year and amount.
Yes   No	

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If your travel part of a collaborate effort of a LHRD faculty member?	If so, which faculty member.
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Conference Name and Sponsoring Organization (no acronyms) & Hosting City, State, Country

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Title of Poster/Presentation

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Departure Date	Return Date
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Travel From (desired airport)	Travel To
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**NOTE:**

After completing the required information, you will need to attach the following documents to the form:

- Abstract for work being presented. Abstract must include a list of authors in order of contribution. If your poster/presentation is in a discipline that requires authors to be listed in alphabetical order rather than in order of contribution, you must include a list of authors in order of contribution. (Max 1 page)
- Proof of Presentation. Attach proof of acceptance to present at the conference. This attachment may be in the form of a letter or e-mail from conference organizers and/or a copy of the conference program schedule listing the presenter's name, poster/presentation title, etc. (Max 3 Pages)
- If the travel request is to assist a faculty member during a presentation, the faculty member must submit a letter of request for assistance to be attached to the application.

Completed applications can be either delivered to the School's administrative office (298 Coates Hall) or emailed to [SLHRD@lsu.edu](mailto:SLHRD@lsu.edu)