



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

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**DATE:** March 18, 2024

**RE:** College of Education, Health & Human Sciences Travel Support

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**The CEHHS travel award is available for CEHHS graduate students.** Students will receive up to \$100 support for scholarship presentations, papers, posters, and abstracts at professional meetings. Students are eligible to receive one CEHHS Travel Award per year. Please see Appendix A below for CEHHS travel award application questions.

- [CEHHS Travel Award Request Form](https://cehhs.utk.edu/information-for-current-students/) posted at <https://cehhs.utk.edu/information-for-current-students/>. Travel request not filled out completely will be returned for correction, which will delay the CEHHS to process travel support.
- [Concur](#) is UT's travel management system and required to process request. Access Concur at <https://travel.tennessee.edu>.

Students also can seek support through the [Graduate Student Senate Travel Award](#) (set deadlines each semester) and leverage CEHHS travel support. All requests must be made prior to the travel dates and comply with all related policies associated with this resource. More information regarding this fund and the required application can be found at [Graduate Student Senate Travel Award](#)

In addition, students can apply for extra funding by completing the **CEHHS Financial Supplemental Travel Award** section of the CEHHS travel award application. The purpose of the CEHHS Urgent Financial Supplemental Travel Award is to bridge the difference between the overall expenses incurred by a student for travel and the financial support they have received previously from CEHHS \$100 travel award and GSS funding, commonly referred to as the funding gap. Please see Appendix B for Urgent Financial Supplemental Travel Award application questions.

Once the trip is complete, you have 30 days to upload all receipts to the application site or Concur and submit the reimbursement request or the application to the urgent financial supplemental travel award. Students are eligible to receive one Supplemental Award per year. Prior to requesting supplemental funds, students must have already submitted a CEHHS travel award request and applied for GSS travel funding.

When several students are participating in the same presentation, the amount of funding per student could be reduced to ensure college resources to support students are distributed equitably across departments and programs.

**For additional information or questions, please contact:**

- David Cihak, [dcihak@utk.edu](mailto:dcihak@utk.edu)
- Laura Allen, [lallen53@utk.edu](mailto:lallen53@utk.edu)

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**Appendix A. CEHHS Travel Award Request Application Questions**

**Travel Funding Options**

Students will receive up to \$100 support on behalf of the CEHHS for scholarship presentations, papers, posters, and abstracts at professional meetings. Students are eligible to receive one CEHHS Travel Award per year. If you are applying for CEHHS travel funds, please click "CEHHS Travel Award below" In addition, students can apply for additional funding by completing the Urgent Financial Supplemental Travel Award. Students are eligible to receive one Supplemental Award per year. Prior to requesting supplemental funds, students must have already submitted a CEHHS travel request and have applied for GSS travel funding. If this information applies to you, click "Financial Supplemental Travel Award" below.

Which travel funding applies to you?

- CEHHS Travel Award (YES) – Complete Appendix A items
  - Financial Supplemental Travel Award

CEHHS Travel Award Questions:

- Select the traveler's CEHHS department:
- First Name
- Last Name
- Email Address
- Phone
- Travel is\* Graduate Student
- Please list the Faculty associated with this presentation
- Faculty Information Rank
- Is the traveler requesting departmental funding for this travel?
- Is the traveler requesting CEHHS funding for this travel? \* If YES, please remember to email your Administrative Assistant a copy of your acceptance letter. Unfortunately, we are no longer able to accept online submissions of acceptance letters.
- Are you planning to apply for the Graduate Student Senate (GSS) Travel Fund? [GSS Travel Awards | Graduate Student Senate \(utk.edu\)](#)
- Complete Name of Conference
- Conference Location (City and State)
- Travel Departure Date
- Travel Return Date
- Title of Paper or Presentation
- Estimated Airfare Cost
- Estimated Ground Transportation Cost (personal auto, car rental, taxi, UT car)
- Estimated Parking Cost
- Estimated Lodging Cost
- Estimated Meals Cost
- Conference Fees
- Other Costs associated with this travel.
- Total Travel Costs requested.
- Total Cost Requested From CEHHS
- Upload conference acceptance here:
  - Alley Haney (KRSS) [ahaney13@utk.edu](mailto:ahaney13@utk.edu)
  - Christie Geren (NUTR) [cgeren2@utk.edu](mailto:cgeren2@utk.edu)
  - Marcus Walker (PUBH) [mwalke28@utk.edu](mailto:mwalke28@utk.edu)
  - Annette Beets (RHTM) [abeets@utk.edu](mailto:abeets@utk.edu)
  - Katie Bookout (TPTE) [kbookout@utk.edu](mailto:kbookout@utk.edu)
  - Laura Allen, [lallen53@utk.edu](mailto:lallen53@utk.edu) - Select only if you are applying for Urgent Financial Supplement Travel Fund.
- Departmental Email
  - Val Mercial (CFS) [vmercial@utk.edu](mailto:vmercial@utk.edu)
  - Beverly Cate Fraley (EPC) [bcate@utk.edu](mailto:bcate@utk.edu)
  - Diamond Leonard (ELPS) [dleona11@utk.edu](mailto:dleona11@utk.edu)
  - Jonah Hall (ELPS) [jhall52@utk.edu](mailto:jhall52@utk.edu)
  - Mervin Lawrence (ELPS) [mlawre23@utk.edu](mailto:mlawre23@utk.edu)

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## Appendix B. CEHHS Financial Supplemental Travel Award Request Application

### Travel Funding Options

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Which travel funding applies to you?

- CEHHS Travel Award
- Financial Supplemental Travel Award (YES) – Complete Appendix B items

This portion of the form is for CEHHS Graduate students to apply for urgent financial supplemental travel funds. Applicants must be the student author or co-author of the presentation with confirmed acceptance by the indicated conference.

Prior to completing the application, you will need to obtain a Mentor Letter of Support. Instructions for the Mentor Letter of Support can be found [HERE](#).

You should complete the urgent financial supplemental travel portion ONLY if you have already: submitted a CEHHS Travel Request for this conference/trip submitted a travel request through your department applied for the GSS Travel Award. Once the trip is complete you have 30 days to upload all receipts, have approved funding, and submit the request. Students are eligible to receive one Supplemental Award per year.

Prepare the required documentation: Current CV, Mentor Letter of Support, and Conference Acceptance Letter.

### Financial Supplemental Travel Award Request Application Questions:

- Indicate any confirmed travel funding already approved for this conference (funding source and \$ amount)
- What is the remaining cost of the trip (approved travel request amount in Concur minus known approved funds)?
- Presentation Description: Provide purpose and rationale for the research, the research question, and potential impact on the field.
- Personal Statement: Describe the relevance or impact of conference participation on your academic and/or professional development.
- Financial and Circumstances: Please explain any circumstances or challenges you are facing that may make participation in the conference difficult without additional financial assistance.

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- Funding Need: Please indicate the option that best describes your funding need.
  - Travel funding is absolutely necessary. I cannot attend the conference without the majority of costs covered.
  - Travel funding is not absolutely necessary, but the need is substantial.
  - Travel funding is desired; the financial burden without funding is significant.
  - Travel funding is desired but not necessary.
  - Other \_\_\_\_\_
- Please provide the name and position/department of the individual who completed the Mentor Letter of Support.
- Date the request for the Mentor Letter of Support was sent
- Upload GSS award letter if received.
- Please upload your current CV.
- Departmental Email
  - Laura Allen, [lallen53@utk.edu](mailto:lallen53@utk.edu) (Select only if you are applying for Financial Supplement Travel Fund)

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