

**USE THIS FORM to request Honors Program funding for travel in support of a specific honors project tied to a specific honors contract, or for engagement with the research community, or to participate in Honors Program sanctioned travel. All requests are subject to review. See policy on page 2.**

This form may be completed by typing in responses or printing and handwriting them. A completed form (file or scanned document) should be submitted to [honors@highlands.edu](mailto:honors@highlands.edu) ASAP for consideration. Note that the approval process, purchasing, and shipping *take time*, so don't delay in requesting support.

Student name		Student # 900...	
Describe the support requested (registration and/or lodging nights)			
Specify the estimated costs			
Provide a URL for the event or institution for travel			

Please explain how this travel will help the student deepen experiences with honors research projects, engage with the undergraduate research community, or participate in honors sanctioned events. What will the student gain from the travel? (Please provide as much detail as you can in the section below, acknowledging that requests are considered on the strength of this argument.)

Is this travel to support a proposed or ongoing honors project, or to present a project from a prior semester? If so, please note the course information.

Instructor name		Course (e.g. Calculus 1)	
CRN (e.g. 80123)		Code/Section (e.g. ENGL1101 W2)	

By signing below, I attest that the purchase requested above will be used to support travel related to undergraduate research as part of my participation in the honors program, and will abide by the rules laid out in the appended excerpt from [AA905 Honors Program Financial Procedures](#).

Student Name_____	Student Signature _____	Date_____
Instructor Name_____	Instructor Signature _____	Date_____

*You may scan a wet signed document or submit electronically directly from the instructor's GHC email*

Excerpts from [AA905 Honors Program Financial Procedures](#):

**Travel Expenses**

The Honors Director shall determine the use of Program funds for travel expenses, with the following stipulations based on whether the expense is for travel by a person in their role as a GHC employee or in their role as an honors student.

**Honors Students**

- a. The Honors Program may support student attendance at meetings, events, or conferences appropriate to the advancement of Honors or of academic organizations that support Honors Programs or undergraduate research.
- b. The Director shall secure advance Travel Authorization from the Office of the Provost, using appropriate forms as determined by the Business Office.
- c. Student travel expenses from Program funds are, by default, limited to:
  - i. Lodging and/or registration costs; no other forms of travel expenses
  - ii. \$300 per student per event (state of Georgia) or \$500 per student per event (interstate travel).
  - iii. Electronic payment or payment by physical check directly to the vendor, or by reimbursement to the Director, when necessary, but never by reimbursement to the student.

The Office of the Provost may choose to waive these limitations on a case-by-case basis, while adhering to applicable laws, policies, and procedures of the State of Georgia, the University System of Georgia, and GHC.