

Travel Reimbursement Policy for M.Ed. Students

The Masters in Counseling Programs for Clinical Mental Health and Profession School Counseling will potentially have funding each year to support counseling candidates for travel to state, regional, and national conferences and professional development. In compliance with our program's/department's mission statements and CACREP alignment, these funds are allocated to support counseling candidates for professional development, scholarly activity, professional service, and professional activities. Due to the Counseling programs' unique curriculum, we are preparing candidates for research driven clinical practice and continuous professional growth and development.

Please note, these funds and amounts are subject to change each academic year. Funding amounts each year will be disclosed to faculty and students beginning of each academic year. The following is the application process for consideration of travel funds.

Qualifications to Apply

- Currently enrolled full/part time in the Maters in Counseling Program (Clinical or School Counseling Tracks)
- Cumulative 3.0 GPA for the program
- No Incompletes or a grade lower than a C in previous courses
- No Disposition or Remediation concerns throughout the program

Funding Amounts will not exceed the following

- Conference Attendance - \$ 300.00
- Conference Attendance & Presentations - \$ 600.00

additional funding will be considered via the application and funds available

preference will be given to those presenting

Application Process

Memo detailing reason for travel that must contain the following (**this must be received 2 months prior to travel**):

- A. Candidates full name
- B. Candidates current year and semester in the program
- C. Candidates chosen conference detailing specific dates of travel (please provide website link to conference page)
- D. Candidate will provide the name of a professor in the program who supports this travel application
- E. Candidates desired trainings or presentations they plan to attend with explanation on how this supports their professional growth and development.
- F. If candidate is presenting, please provide the title of the presentation with order of authorship for the presentation. Include the email from the conference verifying presentation acceptance.

Application for Reimbursement for Counseling MEd Candidate Travel Funds

This application must be received by Dr. Rachael Whitaker no later than 2 full months prior to Travel. Application must be typed and emailed to rwhitaker3@uh.edu. Faculty will meet and make decisions based on available funding and application merit. Applicants will be notified a month prior to travel.

Candidates Full Name:

Candidates Current Year & Semester in the Program:

Name of Supporting Program Professor

This professor is required to complete a request to travel should you be approved for funding.

Conference/Professional Development Link/ Information & Name of Organization:

Travel Dates:

Estimated Travel Costs Without Program Funds:

Please indicate the following travel information:

1. Is the student a first author of the presentation? **Yes** **No**
2. Has the abstract been accepted for presentation by a professional organization? **Yes** **No**
3. Is the student a presenting author? **Yes** **No**
4. Is the presentation a state, regional, national or international conference? **Yes** **No**
5. Is the student presenting with a UH professor? **Yes** **No**
6. Has the student won an award or other professional recognition? **Yes** **No**

Explanation Travel Details (see section E and F in the travel reimbursement policy):

Request for Funding to be completed by the professor/program director upon travel fund approval:

1. Visit www.uh.edu/education
2. Navigate to **Faculty & Staff > My COE/Faculty & Staff Intranet**
3. Faculty & Staff Intranet (Login is Cougarnet credentials)
4. Navigate to **Purchase & Travel**
 - Purchase and Reimbursement Form
 - Travel Form

