

Bresnahan-Halstead Center Travel Policy

The Bresnahan-Halstead Center is committed to work for the advancement of knowledge and quality services for people with disabilities through research, professional development, technical assistance, and scholarships.

Guidelines

- An application needs to be submitted to and approved by the Director and the Director of Research and Evaluation of the Bresnahan-Halstead Center. If either the Director or the Director of Research and Evaluation applies for travel support, a member of the Advisory Board shall be involved in the approval process.
- Applications for travel support can be submitted only by faculty in the School of Special Education at the University of Northern Colorado or members of the Advisory Board for the Bresnahan-Halstead Center. Applications will be reviewed only if applicants are making a presentation at a professional conference.
- Applications for travel support from the Bresnahan-Halstead Center should be submitted only after all other possible funding sources have been explored. The maximum annual award per applicant is \$1,500 for domestic travel (or \$2,500 for international travel).
- If some travel funds have been secured from other sources, the amount of extant funding from the other sources needs to be included in the application.
- An evaluation document (pp. 2-3 of application form) summarizing the impact of the supported travel on the participant needs to be submitted to the Director of Research and Evaluation of the Bresnahan-Halstead Center prior to reimbursement.
- If the number of requests for funding exceeds the available budget resources, a determination will be made with input from at least one Advisory Board member.
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Application for Travel Support from the Bresnahan-Halstead Center

Required information:

1. Name of Individual Submitting Application
2. Purpose of Travel
3. Relation to the Mission
4. Destination
5. Dates of Travel
6. Itemized Estimated Budget