AAACE Travel Request and Registration - Action Needed

MW

Maria Witte <wittemm@auburn.edu>

Reply all|

Thu 8/24, 10:12 PM

Nighet Ahmed;

Lena Fielder;

Sherrie Gilbert <sag0004@auburn.edu>;

Nekita Tingle;

Madhumalini Karuppiah;

Sheena Stewart;

Lauretta Freeman-Horn;

Cynthia Young;

+4 more

Inbox

Action Items

Hello Everyone,

Congratulations on your conference proposal acceptance!  We are excited about you attending the American Association for Adult and Continuing Education (AAACE) 2017 conference in Memphis, TN, Oct 31-Nov 3, 2017.

The Department, College of Education and Graduate School can support your attendance, if approved.

Deadlines:

September 15 for Graduate School Travel Request (if the dates on the Grad School webpage are correct, they list 2016-17)

September 15 for AAACE Conference Registration

Steps that are needed:

1.     The deadline for Travel Awards for the Graduate School is Sep 15th.  They will support a dissertation related research / conference presentation. **Apply**  -  here is the link and information: <http://graduate.auburn.edu/current-students/awards-and-grants/graduate-research-and-travel-fellowships/>

2.     Complete the Graduate Travel Award Request **form** on this page: <http://www.education.auburn.edu/graduate-student-travel-awards-guidelines>

3.     **Once approved** by the department head and Dean’s office, the department will reimburse your travels so please keep all receipts.  The Department can also pay your registration fee ahead of time.    Cynthia Young in our front office will need to work with you closely to pay the conference registration fee.  She will need your AAACE log in information.

4.     FYI - The department will cover the registration fee plus $100.  The College of Education will cover $500 per student, per year to attend a conference.

5.     Listed below is an estimated budget for your planning purposes.

If I have missed anyone, please forward this email along to them.  Thanks!

Sample budget:

Here are the estimated cost breakdowns for the AAACE Conference:

|  |  |
| --- | --- |
| **Item** | **Amount** |
| Student Registration | $265 |
| Mileage (348 miles x 2 = 696 miles x 53.5 cents per mile | $368 |
| Meals  - 5 days | $170 |
| Lodging ($139 plus tax $20 x 4) | $636 |
| TOTAL | **$1,439** |

As of Aug 24, 2017 – Student participants are:

Nighet Ahmed, Lena Fielder, Sherrie Gilbert, Nekita Tingle, Madhumanlini Karuppiah, Sheena Stewart and Lauretta Freeman-Horn.

Talk with you soon,

Maria

Maria Martinez Witte, EdD

Professor, Adult Education Program

Department of Educational Foundations, Leadership and Technology

4036 Haley Center

Auburn University, AL  36849

(334) 844-3078

wittemm@auburn.edu

**Office located:  Haley Center Room 3068**