



Travel Fund Application

Applicant Name: _____ **Today's Date:** _____ **E-mail:** _____

Purpose of Travel: _____

Title of Presentation: _____

Are you the sole author of the paper you are presenting? ____ Yes ____ No

Name of Conference/Event: _____

Location of Conference/Event: _____ **Date of Conference/Event:** _____

What is the total amount of your budget? \$ _____

Are you receiving Financial Aid? ____ Yes ____ No

Would you like us to forward your request to the College of Arts and Letters? ____ Yes ____ No

If yes, complete the Graduate School travel application found under 2. at <https://grad.msu.edu/travel>.

Would you like us to forward your request to the Graduate School? ____ Yes ____ No

If yes, complete the Graduate School travel application found under 2. at <https://grad.msu.edu/travel>.

If traveling internationally, would you like us to forward your request to ISP? ____ Yes ____ No

Further Information and Instructions for Submission

- Please submit the following items in the order listed:
 - 1. This application form.
 - 2. The Graduate School Travel Fellowship Funding Application form (<https://grad.msu.edu/travel>) *ONLY* if you would like us to forward your request to the College of Arts and Letters AND/OR the Graduate School.
 - 3. A one-to-two-page abstract describing your presentation and how it fits into your plan of study.
 - 4. A copy of the letter/email confirming acceptance of your paper, and if available, a copy of the program.
 - 5. An estimate of costs. You may include expenses such as conference registration fees, costs for transportation to and from airports and railroad stations, automobile travel, overnight parking, and meals. **DO NOT INCLUDE** membership fees.
- Completed documentation should be submitted in one PDF to Marina Valli (vallimar@msu.edu).
- Please note, you must be registered to receive an award.
- You are eligible to apply for Department travel funds once per semester. Funds are available from the College of Arts & Letters (CAL), The Graduate School (TGS), and International Studies and Programs (ISP). The College will fund one trip per year (\$250 domestic travel/\$350 international). TGS funds up to \$600 during your entire graduate career. ISP funds an average of \$200 during your entire graduate career for international conferences.
- If you are applying for funds from the above sources, we will forward the application to the College. After making a funding decision, CAL will and forward to TGS, if requested. TGS will make a funding decision and forward to ISP if applicable.
- For safety/insurance reasons, MSU asks that you complete an electronic travel request in the EBS SAP Concur tile. Instructions on how to do so are provided in the Submitting a Travel Request document.