

# College of Graduate Studies Student Travel Application



Awards of up to \$500 per fiscal year (July 1-June 30) may be granted to graduate students for travel related to presentation of research and creative scholarship at major conferences and venues.

Name \_\_\_\_\_ M# \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Dept. \_\_\_\_\_

Name of Conference \_\_\_\_\_  
(Spell out full name of conference)

Location of Conference \_\_\_\_\_ Dates of Conference \_\_\_\_\_

Is this travel for the benefit of the student or on behalf of Middle Tennessee State University? Student  MTSU

### **APPROVAL MUST BE OBTAINED PRIOR TO TRAVEL**

**Completed application for travel must be submitted to the College of Graduate Studies through the Travel Authorization form at least 30 Days (60 days for International Travel) prior to your travel date. Otherwise, you will not receive funding.**

1. Prior written justification for all in-state, out-of-state and out-of-country travel is required to be attached to the Travel Authorization Form and must be approved by the division vice-president.
2. You **MUST** attach evidence of acceptance of proposal for presentation with your name clearly identified as a participant.
3. You must be enrolled in a graduate degree program and classes during the semester of travel.  
If the travel funds are requested for summer travel and the student is **not** enrolled in the summer term, the student must have been enrolled in the previous spring semester or already registered for the upcoming fall semester in order to be eligible.
4. You **MUST** attach this completed and signed form inside your Travel Authorization Form found [HERE](#).
5. Applications will be reviewed within ten (10) business days after being received.
6. If approved, money will not be dispersed until **after** travel has taken place and a Travel Claim has been received.
7. In agreement with accepting travel funds, you may be asked to distribute recruiting materials for your graduate program.
8. Travel will not be supported to locations identified with travel warnings on the State Dept.'s [website](#).

<b>BUDGET BREAKDOWN</b>	
<i>*If a portion of the funding is supplied by another source, please note</i>	
<b>Registration Fee</b>	\$
<b>Airline</b>	\$
<b>Lodging</b>	\$
<b>Meals</b>	\$
<b>Taxi</b>	\$
	\$
	\$
<b>TOTAL</b>	<b>\$</b>

### Signatures Needed:

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Major Professor/Advisor \_\_\_\_\_ Date \_\_\_\_\_

**Attach this completed form along with your proof of presentation acceptance into the Travel Authorization Request form found at <https://www.mtsu.edu/boffice/travel.php>.**