

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 _____ Department _____

Name of Conference _____

(Spell out full name of conference)

Location of Conference _____ Date 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 (MTSU Box 42) 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 application 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, then 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. Submit the original application and acceptance to the **Graduate Office via email at: askgrad@mtsu.edu**.
5. All travel authorizations must be routed through the Accountant in the College of Graduate Studies prior to being routed to the Dean of Graduate Studies.
6. You **MUST** attach a completed and signed request for [Travel Authorization Form](#) - please route to the accountant in graduate studies prior to the Dean of Graduate Studies.
Or see link here: <http://www.mtsu.edu/booffice/docs/TravelAuthorization.pdf>
7. Applications will be reviewed within ten (10) business days after being received.
8. If approved, money will not be dispersed until **after** travel has taken place.
9. In agreement with accepting travel funds, you may be asked to distribute recruiting materials for your graduate program.

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

Signatures Needed:

Applicant _____ Date _____

Major Professor/Advisor _____ Date _____