

For Graduate College Office Use Only:

Allocated Amount (list for each student): _____

Date funds transferred: _____

Graduate Student Travel Funding Application

The purpose of Graduate Student Travel Funding is to provide financial assistance to students who have been given the opportunity to present their research projects at conferences, symposiums, etc. The student must be **presenting** at the conference, as opposed to simply attending. Students may be listed as a single author or co-author. Each graduate student is allowed to request up to \$300 to support travel related to graduate research at MSU, and this funding can support travel to one or more conferences.

- Each student should complete a separate form. However, if students plan to travel together and share expenses, they should submit their forms at the same time.
- Please submit actual projected costs associated with the proposed travel (as opposed to costs related to anticipated Graduate College funding) **and provide documentation**.
- Applications and supporting materials must be submitted to the Graduate College at least one month prior to travel. **Funding will not be awarded post-travel. Applications are to be submitted electronically as one PDF document to GraduateCollege@missouristate.edu.**
- All travel funding awards are contingent on the Graduate College having funds available to support graduate student travel. The funds will be transferred directly into the budget of the academic department through which the student is working. It is the responsibility of the Department Head to ensure that these funds are available to the student.
- Students are eligible for this funding if: (a) the research was conducted while a student at MSU, (b) the proposal for presentation occurred and is submitted to the Graduate College prior to graduation, and (c) the conference occurs no more than one year following graduation.

Questions regarding travel funding may be directed to the Graduate College (Lisa Taylor) at 417-836-5388 or GraduateCollege@missouristate.edu.

Name of the Conference, Conference Dates, Location, and Travel Dates:

STUDENT INFORMATION:

Student Name (Last, First): _____ M-Number: _____

Email Address: _____

Graduate Program: _____

Advisor: _____

Title of Presentation: _____

Authors (in order listed on conference program): _____

Type of Scholarly Project: Thesis, Non-Thesis, Seminar Paper, Other: _____

Dates of Conference Attendance: _____

TRAVEL BUDGET: (Please include exact projected costs and provide requested documentation) – *MUST follow all MSU policies regarding travel and fiscal responsibility for reimbursement.*

Registration: Cost for student registration (per person) (\$) _____ (Provide documentation)
Total Cost for Registration (\$) _____

Transportation: Primary mode of transportation _____
- If commercial airline, give fare per person (\$) _____ (Provide documentation)
- If driving personal vehicle, mileage will apply. Give number of miles round trip _____
Cost per person (\$) _____
If driving university or rental vehicle: Gas receipts will apply so keep and submit all receipts. Estimated cost (\$) _____
Identify secondary/ground transportation (taxi, Uber, etc.), if applicable _____
- Cost/fare per person (\$) _____
Total Cost for Transportation (\$) _____

Lodging: Name of lodging provider (hotel, dorm, etc.) _____
Per person Per room Cost per night (\$) _____ Number of nights _____
Total Cost for Lodging (\$) _____ (Provide documentation)

Meals: Number of meals, excluding those covered by registration (for student-presenter) _____
Total Funds Requested for Meals (student-presenter) (\$) _____

Miscellaneous: Expenditure Detail _____ Cost (\$) _____
Expenditure Detail _____ Cost (\$) _____
Expenditure Detail _____ Cost (\$) _____
Total Miscellaneous Expenditures (\$) _____

Other Funding: Is this trip receiving financial support from another source? Yes No
If yes, indicate source _____ Amount (\$) _____

TOTAL TRAVEL BUDGET (\$): _____

ADDITIONAL REQUIREMENTS:

1. Attach the abstract for the presentation.
2. Attach a letter of support from your research advisor. Your advisor should address the value of the research to the field and describe your role in the research project and presentation.
3. Attach evidence that this project has been accepted for presentation at the conference and that you are listed as a presenter (e.g., copy of the conference schedule, invitation letter, acceptance letter). If invitation or confirmation lists advisor name, then the advisor will need to write a statement that the student is the presenter.

DEPARTMENT HEAD ASSURANCE

The proposed costs are accurate and reasonable expenses for travel to this conference. I will ensure that funds allocated to the department to cover these costs are provided to the student(s) submitting this proposal.

Signature: _____ Date: _____

Department Budget Number to transfer funds into:

DEAN APPROVAL

The proposed out-of-state travel has been reviewed as to all expenses, as well as health and safety risks associated with the trip noted in this document. By signing below, I approve this travel in accordance with Missouri State University's current domestic travel policy.

Signature: _____ Date: _____

Please send electronically as one (1) PDF document to the following: GraduateCollege@missouristate.edu. Please be sure all signatures have been obtained, a budget number is listed, and all documentation is attached prior to sending your application. Thank you.