

Graduate Faculty Travel Application

College of Graduate Studies



Prior to completing this application, send an email request to jackie.eller@mtsu.edu

Name _____ M# _____

Campus Box Number _____ Email _____

Phone _____ Department _____

Name of Conference _____
(Spell out the full name of conference)

Location of Conference _____

Date of Conference ____ / ____ / ____

CRITERIA FOR ALLOCATION OF TRAVEL FUNDS:

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. Funds are available to graduate faculty for presentation of research/creative activity only.
3. Evidence of acceptance for presentation must be submitted with the application, and must clearly identify the applicant as the author or as the presenting co-author. Also, the application must include an explanation of how this presentation will impact future research/creative activity.
4. A proposed budget itemizing travel, lodging, and other conference costs must be submitted with the application. Alternative sources of approved funding should also be identified in the budget proposal.
5. Submit the original application and acceptance to the conference plus your completed [Travel Authorization](#) with appropriate signatures to Graduate Travel, College of Graduate Studies, Dr. Eller, MTSU Box 42.
6. Documentation of presentation (e.g., copy of page from program must be submitted with the travel claim upon completion of travel before funds will be dispersed.)

BUDGET BREAKDOWN*

_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
TOTAL	\$

** If a portion of the funding is supplied by another source, please note*

ADDITIONAL INFORMATION:

- Approval must be obtained prior to travel. Applications should be submitted at least 30 days (60 for out-of-country travel) in time for travel committee review prior to travel. **Approval will not be granted after travel is completed.**
- Funds for domestic (U.S.) travel will not exceed \$250 per person per academic year.
- Funds for international travel will not exceed \$500 per person per academic year.
- Priority will be given to applicants who demonstrate partial funding from alternate sources.

_____	_____
Applicant	Date
_____	_____
Department Chair	Date
_____	_____
Dean of College of Graduate Studies	Date