Faculty Travel IE Funding Request Form

Name: __________________________ M-number: ___________ Email: __________________________

Position: __________________________ Dept: __________________________ College: ___________

Request use of program funds in connection with the following activity:

☐ Education Abroad Site Evaluation  ☐ Education Abroad Program Participation

☐ Attend Conference with MTSU Student  ☐ Other __________________________

City: __________________________ Country: __________________________

Travel Dates: From 1T To 1T

Explain purpose of the travel (attach a separate sheet if necessary):

Explain how the knowledge gained on the trip can be applied in your classrooms to benefit the internationalization of the curriculum and the campus:

<table>
<thead>
<tr>
<th>Estimated Costs*</th>
<th>Proposed Funding Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
<tr>
<td>Total Estimated Costs:</td>
<td>Difference:</td>
</tr>
</tbody>
</table>

Traveler’s Signature __________________________ Date ___________

TO BE COMPLETED BY THE OFFICE OF INTERNATIONAL AFFAIRS

The Office of International Affairs ☐ does not approve ☐ approves up to $_______________ to be used only for ____________________________ to support this trip/program.

Vice Provost of International Affairs’ Signature __________________________ Date ___________

- Pls attach copies of estimated airfare and/or lodging quotes.

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