



MTSU INTERNATIONAL TRAVEL GRANT

Education Abroad, Peck Hall 207
Fax: (615) 494-7639 Phone: (615) 898-5179
Campus Mail: Box 127 Email: mtabroad@mtsu.edu

This application is for an individual student or groups of students performing, presenting, or participating in an international workshop or seminar, or collaborating in an international research project. It is funded by the International Education Fee fund. Grant recipients are selected by the International Education and Exchange Committee (IEEC). **Budget requests may not be fully funded.**

Name:

MTSU ID# (M number):

Current Overall GPA:

MTSU email: @mtmail.mtsu.edu

Primary phone:

Current status (credit hours completed): Freshman Sophomore Junior Senior Graduate

Anticipated graduation date? (Example: December 2013)

MTSU Major(s):

MTSU Minor(s):

Have you ever participated in education abroad? Yes No

If so, when and where?

Have you previously received an MTSU education abroad scholarship/travel grant? Yes No

If so, which term and year?

Name of Conference/Workshop/Seminar/Project:

Date/Duration of Activity:

City/Country (cities/countries):

Total Projected Expenses (please convert to US Dollars*)

Registration: \$ (this can be paid in advance for you)

Lodging Per Night: \$ X number of nights = Lodging Total \$ (reimbursement only)

Airfare: \$ (this can be paid in advance for you, if using a University Travel Agency)

Ground Transportation: \$ (reimbursement only)

Meals: \$ (reimbursement only)

Other Expenses \$ (reimbursement only)

Total Projected Cost of Trip: \$

*Please include copy of exchange rate convertor used and date of conversion (Example: <http://www.oanda.com/convert/classic>)

Other Funding Sources:

Source: Amount \$:

Source: Amount \$:

Source: Amount \$:



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Please Attach:

- Letter of interest (should describe the activity, purpose, and the importance of the activity to the student's academic program and career goals)
- Letter of support from academic advisor / faculty member
- Academic transcript (unofficial is OK. You may print from Pipeline)

Students should submit all materials to:
Office of Education Abroad, Peck Hall 207

CRITERIA FOR ALLOCATION/SELECTION OF TRAVEL GRANT FUNDS:

1. Complete Application Package (If applicable, include: detailed itinerary, abstract of presentation for students presenting papers at conferences, informative brochure of the proposed conference, seminars, workshop etc.)
2. Minimum overall MTSU GPA of 2.75 for undergraduates / 3.00 for graduates
3. Quality of the letter of interest submitted by the student
4. Quality of the letter of recommendation by faculty/academic advisor.
5. Preference will be given to students who are presenting papers at conferences.
6. Preference will be given to students who will return to campus for a minimum of one semester after completion of the international travel activity.
7. Preference will be given to those who demonstrate matching funds/support (either internal or external).
8. Grant recipients must submit a completed Travel Authorization form 30 days before travel.
Individual: http://www.mtsu.edu/accountingsvc/docs/MTSU_Travel_Authorization_Individual.pdf
Group: http://www.mtsu.edu/accountingsvc/docs/MTSU_Travel_Authorization_Group.pdf
9. In order to receive any reimbursable expenses a Travel Expenses Claim form must be submitted after the activity.
<http://www.mtsu.edu/boffice/forms.shtml#as>
The travel claim requires ORIGINAL RECEIPTS for all expenses. All documentation of the activity must be submitted with the travel claim upon completion of travel before funds will be dispersed. Claims for reimbursement for travel expenses should be submitted **no later than thirty (30) days after completion of the travel.**
10. Approval must be obtained prior to travel. *Approval will not be granted after travel is completed.*
11. **Budget requests may not be fully funded.**

Applicant Signature _____

Date _____

Application/Decision Timeline is as follows:

Apply by October 1, 2011	Decision by December 1, 2011	Travel completed by: June 30, 2012
Apply by December 1, 2011	Decision by March 1, 2012	Travel completed by: August 31, 2012
Apply by March 1, 2012	Decision by May 1, 2012	Travel completed by: August 31, 2012

Typical Award Range:

Two weeks or less	\$250 - \$750
More than two weeks	\$500 - \$1,500

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