

International Travel Grant Application

This 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.

First Name: _____ **Last Name:** _____

M Number: _____

Email: _____

Phone: _____

Major(s): _____

Name of Conference/Workshop/Seminar/Project: _____

Date of Activity: _____

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)
- **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 \$: _____

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)
- Travel Authorization form (http://www.mtsu.edu/urc/forms/Travel_Authorization.pdf)

Students should submit all materials to:
Office of Education Abroad & Student Exchange, Peck Hall 207.

CRITERIA FOR ALLOCATION/SELECTION OF TRAVEL GRANT FUNDS:

1. Complete Application Package (If applicable, include: abstract of presentation for students presenting papers at conferences, informative brochure of the proposed conference, seminars, workshop etc.)
2. A minimum overall MTSU GPA of 2.75
3. The quality of the letter of interest submitted by the student
4. The 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. In order to receive any reimbursable expenses a travel claim must be submitted after the activity. 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.
8. Approval must be obtained prior to travel. **Approval will not be granted after travel is completed.**
9. **Budget requests may not be fully funded.** If possible, the committee endeavors to support successful proposals with an award of up to 50% of total program costs.

Applicant Signature _____ Date _____

**Students should submit all materials to:
Office of Education Abroad & Student Exchange, Peck Hall 207.**