



**IA Faculty/Staff Travel Funding Request Form**

Name: \_\_\_\_\_ M-Number: \_\_\_\_\_ Email: \_\_\_\_\_

Position: \_\_\_\_\_ Department \_\_\_\_\_ College \_\_\_\_\_

Request funds in connection with the following activity:

- Education Abroad Site Evaluation       Education Abroad Program Participation  
 Attend Conference with MTSU Student       Other \_\_\_\_\_

Travel Dates: from \_\_\_\_\_ to \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_

Have you been awarded IA funds previously?     No     Yes      Last Date awarded: \_\_\_\_\_

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:

Estimated Cost (Attach airfare and/or lodging quotes)	
Item description	Amount
<b>Total Estimated Cost</b>	

Funding Sources	
Sources	Amount
College	
Department	
Others	
<b>Total (Excluding IA Fund)</b>	
<b>Difference</b>	

**Total IE Funding Request** \_\_\_\_\_

Traveler's Signature \_\_\_\_\_ Date \_\_\_\_\_

Completed forms must be submitted to the Office of International Affairs (Peck Hall 216) **60 days** prior to the date funds will be needed. A **Travel Authorization (TA)** must be submitted for approval no later than **30 days** after funding approval. Please notify IA as soon as possible if the funded activity does not take place. It is requested that International Affairs be listed as a supporter of this event/project on ALL promotional materials including publications. Please provide a **report** and related documents to the IA Office.

**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 \_\_\_\_\_ **INDEX** \_\_\_\_\_