

Travel Fund Application

Cycle 2 - Spring Travel (for travel January through May)



Department of English
MICHIGAN STATE UNIVERSITY

Applicant Name: _____ Today's Date: _____ E-mail: _____

Purpose of Travel: _____

Title of Presentation: _____

Are you the sole author of the paper you are presenting? Yes No

Name of Conference/Event: _____

Location of Conference/Event: _____ Date of Conference/Event: _____

What is the total amount of your budget? \$ _____

Are you receiving Financial Aid? Yes No

Would you like us to forward your request to the College of Arts and Letters? Yes No

If yes, complete the Graduate School travel application found under 2. at <https://grad.msu.edu/travel>.

Would you like us to forward your request to the Graduate School? Yes No

If yes, complete the Graduate School travel application found under 2. at <https://grad.msu.edu/travel>.

If you are traveling internationally, would you like us to forward your request to International Studies & Programs (ISP)? Yes No

Further Information and Instructions for Submission

- Please submit the following items in the order listed:
 - 1. This application form.
 - 2. The Graduate School Travel Fellowship Funding Application form (<https://grad.msu.edu/travel>) *ONLY* if you would like us to forward your request to the College of Arts and Letters AND/OR the Graduate School.
 - 3. A one-to-two-page abstract describing your presentation and how it fits into your plan of study.
 - 4. A copy of the letter/email confirming acceptance of your paper, and if available, a copy of the program.
 - 5. An estimate of costs. You may include expenses such as conference registration fees, costs for transportation to and from airports and railroad stations, automobile travel, overnight parking, and meals. DO NOT INCLUDE membership fees.
- Completed documentation should be submitted in one PDF to Marina Valli (vallimar@msu.edu).
- Please note, you must be registered to receive an award.
- You are eligible to apply for Department travel funds once per semester. Funds are available from the College of Arts & Letters (CAL) and The Graduate School (TGS). The College will fund one trip per year (\$250 domestic travel/\$350 international). TGS funds up to \$600 during your entire graduate career. ISP will contribute funding (typically \$250) toward an international trip once during your graduate career.
- If you are applying for funds from the above sources, we will forward the application to the College. After making a funding decision, CAL will and forward to TGS, if requested.
- For safety/insurance reasons, if you are traveling internationally, MSU asks that you register your travel through the MSU Global Travel registry (<https://globalsafety.isp.msu.edu/faculty-and-staff/travel-registry/>).