

Application for STUDENT Travel



COLLEGE of TECHNOLOGY

Name: _____

Student Number: E_____ Email address: _____@emich.edu

School: Engineering Technology Information Security & Applied Computing Ph.D.
 Technology & Professional Services Management Visual & Built Environments

Conference/Workshop: _____

Location: _____ Dates: Depart: _____ Return: _____

Budget Summary: Airfare: _____ Mileage: _____
 Lodging: _____ Conference Registration: _____
 Meals: _____ Taxi/etc: _____

Amount Requested: _____

Please indicate your participation: Presenting a Paper Presenting a Poster
(check all that apply) Participating in a Panel Discussion Other: _____

Please attach to this application a typed abstract of your presentation and your responses to the following:

1. General format and content of the conference and/or workshop.
2. Sponsor and student participation (presentation, poster, panel discussion, other).
3. The potential contribution of this presentation to your field or discipline.
4. Value of this meeting to the professional development of the student and visibility of the College.

Please include a signed letter of support from a faculty sponsor.

Signatures:

Applicant: _____ Date: _____

Faculty Sponsor: _____ Date: _____

School Director: _____ Date: _____

Dean: _____ Date: _____

OFFICE USE ONLY: Approved for Funds: School: \$ _____ Dean: \$ _____

Guidelines for COT Student Travel Program Expenses and Reimbursements



Purpose: To assist students in the College of Technology to present research or creative projects, and/or to play an active role in professional meetings, symposia, workshops, or events related to their fields of study. Both undergraduate and graduate students may apply for this travel.

Qualifications:

- Presentations may be individual or collaborative, and should show scholarly promise.
- Participation should enhance the professional development of the individual student.
- Involvement should increase visibility and strengthen professional regard for the student, the student's school, and for the College

Attendance alone will NOT be considered for this award.

Reimbursement Requirements: Reimbursement must be completed with the Direct Pay form online at <http://www.emich.edu/controller/payable/apforms.php> (with all necessary receipts and conference agenda) within 30 days after your return. This will include a brief report telling us how your participation in the conference enhanced your professional development and educational experience here at EMU. The form with all documentation attached will be submitted to the School Director for signature and then to the Dean's Office for final approval and submission.

Dean's Office Limitations:

- Award amounts will vary in relation to proposal requests and the strength of their justifications. No advance funding is permitted.
- Students are eligible for *only one award per academic year*; however priority will be given to students who are first-time applicants.

If you have any questions before your travel, please contact the Dean's Office at 734-487-0206.