

**Eastern Michigan University**  
**Graduate Student Travel Assistance Awards**

Applications for Graduate Student Travel Assistance are invited from currently enrolled Eastern Michigan University graduate students in good standing whose research or creative project has been accepted for presentation at a professional meeting. This assistance is contingent upon the applicant presenting at the meeting. Only the primary presenter is eligible for support.

Applications must be received in the Graduate School prior to travel dates. Requests are considered up to a maximum of \$400 and must be supported with a dollar-for-dollar match from department and/or college funds. One award only will be made during each fiscal year (July 1-June30) to any graduate student.

Student travel assistance funding can reimburse:

- Airfare/car mileage
- Ground transportation fares such as shuttles or taxis
- Lodging
- Abstract fees
- Conference registration fees

The assistance will not reimburse:

- Meals
- Per diem
- Society memberships
- Poster preparation fees

Applications can be submitted any time before the travel dates. The funding is granted on a first come, first served basis. The Graduate School will determine total funds allotted each year.

The Graduate Student Travel Assistance application must include:

1. A copy of the abstract or project description submitted for the meeting;
2. Documentation of acceptance of proposal for presentation;
3. A travel estimate for eligible expenses (see above);
4. A single-page statement about the value of the meeting and presentation to your professional development as well as to the mission of your department or research lab.

**Note: Your award letter will be sent electronically to you and your Faculty Sponsor.**

Reimbursement requirements:

All the following materials are required before we can reimburse your travel expenses: Students must complete a Direct Pay Form that can be found at <http://www.emich.edu/controller/forms.php> under Purchases/Payments. Please attach original receipts (must be in student's name) and a copy of the appropriate section of the conference program to document your presentation.

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**Application**

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Department/Program of Study: \_\_\_\_\_

Number of credits for which you are currently enrolled: \_\_\_\_\_ Anticipated date of graduation: \_\_\_\_\_

Are you in good standing? Yes/No

Have you previously received travel funding from the Graduate School, if so when? \_\_\_\_\_

Conference Title: \_\_\_\_\_

Location: \_\_\_\_\_ Dates: \_\_\_\_\_

Presentation Title: \_\_\_\_\_

What is the total estimated cost of the conference travel? \_\_\_\_\_

Please provide the following information on a separate page attached to application:

1. Budget Summary: What is the total estimated cost of the conference travel (see below)? \_\_\_\_\_
2. Documentation of acceptance of proposal for presentation
3. Your Participation: What will be your roll during the conference (e.g., presenting a paper, poster)? \_\_\_\_\_
4. Justification: Attach to this application a typed abstract of your presentation (200 words max).  
What is the value of the meeting and presentation to your professional development as well as to the mission of your department, program or research lab?

**Signatures**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

College (if appropriate): \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Return Application and attachments to the EMU Graduate School, 200 Boone Hall, Ypsilanti, MI 48197

Graduate School: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

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Trip Expense Estimate

Airfare:

Personal Mileage:

Lodging:

Conference Fee:

Car Rental:

Taxi, Bus, ect.

Parking:

Other:

Total