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Eastern Michigan University
Undergraduate & Graduate Student Travel Assistance Awards

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Applications for Student Travel Assistance are invited from currently enrolled Eastern Michigan University undergraduate and 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.

Student travel assistance funding can reimburse:
* Airfare/car mileage/parking
* Ground transportation fares such as shuttles or taxis
* Lodging
* Conference registration fees

The assistance will not reimburse:
* Meals
* Per diem expenses
* Society memberships
* Poster preparation fees

Requests are considered up to a maximum of $250 and must be supported with a dollar-for-dollar match from department and/or college funds. No student may be granted more than one award during a given fiscal year (July 1-June 30).

Applications can be submitted any time before the travel dates. The funding is granted on a first come, first eligible served basis. The Graduate School will determine total funds allotted each year. A higher funding priority will be for those who have not previously received this award.

The Student Travel Assistance application must include:
1. A copy of the abstract or project description submitted for the meeting
2. Documentation of the conference organizer's acceptance of the 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
5. Application page with signatures from applicant, faculty sponsor, and department head and/or college dean committing matching funds. [The administrative unit's Org and Fund number must be on the form before submitting. A General Fund cannot be used to provide the match. Grant funds, grant cash match funds, development expendable funds, endowment funds, and IDC funds may be used as the source of the matching funds.]

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

Reimbursement requirements:
Save all original receipts (must be in student's name) and a copy of the appropriate section of the conference program to document your presentation. After traveling, work with your department to complete a reimbursement request (invoice) in Concur.

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Application

Undergraduate Student: [ ]   Graduate Student: [ ]

Name: _____ Student Number: _____

Email Address: _____

Department/Program of Study: _____

Faculty Sponsor (please print):_____

Number of credits for which you are currently enrolled: _____ Are you in good standing? Yes/No

Anticipated date of graduation: _____ (presentation must be before graduation to be eligible)

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 the application:
1. Budget Summary (see below): _____
2. Documentation of acceptance of proposal for presentation (please attach).
3. Format of your presentation: (e.g., 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: _____ $ _____
Org # for dollar-to-dollar match_____ Fund # for dollar-to-dollar match_____ (cannot be G Fund)

College (if appropriate): _____ Date: _____ $ _____
Org # for dollar-to-dollar match_____ Fund # for dollar-to-dollar match_____ (cannot be G Fund)

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

Graduate School: _____ Date: _____ $ _____

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<u>Trip Expense Estimate</u>

Conference Registration Fee:

Lodging:

Travel:

      Airfare:

      Personal Mileage:

      Car Rental:

      Taxi, Bus, etc.

      Parking:

Other:

Total Trip Expenses: