

RTC Graduate Travel Funds Application

Name: _____ Student ID# _____ Year in PhD _____ Year in MS _____

Conference Applying For: _____

Location: _____

Conference Dates: _____

Presenting a paper? (please attach acceptance letter): _____

Other reason(s) for attending: _____

Co-presenter(s): _____

Title of Paper (attach copy of paper abstract): _____

Advisor's recommendation: _____

Estimated Cost of Travel: \$ _____ Funding by Outside Sources: \$ _____

GSG Funding: \$ _____ Amount Requested from RTC Committee: \$ _____

Travel fund requests are being reviewed on a rolling basis.

Requests are due no later than two weeks before the start date of your travel.

See additional information on page 2.

I, the undersigned, have read and understood all of the rules and procedures on the reverse side of this form. I have attached a copy of my letter of acceptance and any/all other documentation to this form as required.

Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

RTC Committee's Recommendation: _____

RTC Grad Director: _____ Amount: _____ Date: _____

Return the completed form to RTC Program Assistant – Walker 319

Guidelines for Obtaining RTC Graduate Travel Funds

This year we have some money available to support student's professional development. We are accepting applications for grants and will award the money until it runs out. MTU vehicle rental/gas will be part of your travel allotment and the charges divided between all attendees. If "group" travel is to be by student car - prior arrangements need to be made with the driver for gas expenses. Travel forms need to include all attendees of the conference.

Notes: Applications lacking the advisor's recommendation or any supporting documents will not be considered.

Priorities for travel grants will be as follows: (1) students presenting at a conference; (2) students scheduled to chair sessions and/or take part in interviews at a conference; (3) students attending a conference for professional development.

- Any international travel requires pre-approval by the Provost before any funds can be awarded.
- Please note that 'Advance of Funds' are not available.
- Requests for reimbursement of travel expenses are to be submitted within 14 days after travel has been completed. (Reimbursement of travel expenses received 60+ days after travel completion will not be awarded.)

Applicants may apply for travel funds any time after receiving a standard letter of acceptance from the conference organizers. Students who are traveling to conferences for interviewing purposes are also eligible to apply for a travel grant. Applications will be reviewed by the RTC Steering Committee on a rolling basis.

Students should also be sure to apply for travel funds from outside the department. Funds are available from the Graduate Student Government (GSG) (http://gsg.students.mtu.edu/travel_grants.html), and may also be available from the conference organizer and/or sponsor, external grants that the student is working on, etc.

In order for the RTC Committee to consider your application, you need to provide:

1. Your letter of application and, if you are presenting in the conference,
2. A copy of your notification of acceptance.
3. Abstract

If you meet the above requirements

You may obtain an application form from the Graduate Program Assistant, or download the form on RTC website. Submit your travel funds application to the Office Assistant of the Graduate Program.

Please note: the applicant will be responsible for following the MTU travel guidelines and keeping track of receipts. Within 14 days after completion of the trip, a MTU Travel voucher will have to be filled out and submitted to the Office Assistant of the Graduate Program. This travel form is online and can be found at <http://www.admin.mtu.edu/acct/pdf/TravelExpense.pdf>

RTC Colloquium Series

The RTC program hosts a colloquium series in which research conducted by members of the department will be showcased. The RTC committee will review papers and organize a series of panel presentations (modeled on a standard academic conference format). Papers for which travel funding is awarded will automatically be considered for inclusion in this colloquium series.