

# 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: \$ \_\_\_\_\_

Please indicate which semester you are applying for funding.

\_\_\_\_\_ Fall (Submit by Noon, on Oct. 1st)

\_\_\_\_\_ Spring (Submit by Noon, on March. 1st)

**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 to this form as required.**

Signature: \_\_\_\_\_

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

Advisor Signature: \_\_\_\_\_

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

RTC Committee's Recommendation: \_\_\_\_\_

RTC Grad Director: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Return the completed form to Alexander Renshaw – 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 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 the university has eliminated any prior "reimbursements" for travel expenses. Requests for reimbursement of travel expenses are to be submitted after conference travel has been completed.

We will reserve some money for next semester. 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 in early October and in early March

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](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.

## **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 ten 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 Friday afternoon 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. (Please submit a copy of your paper as soon as possible.)