

## Graduate Student Travel Request Letter Template

Dear Graduate Program Director,

I am a CLS (PhD/Dual Major/Graduate Certificate) student and I am requesting travel funding. Please see attached my request for Graduate Office Fellowship funds to attend (conference name) in (location) on (date of conference). I have submitted a paper, (title), and it has (status has been accepted/is pending acceptance with a deadline of). I have also requested funds from (include this line if you have or will be requesting fund from another department or unit and the amount you are requesting from each).

Attach the following documents and submit all required information in the order below as one PDF.

1. This cover letter;
2. This request for funds (including conference name, date, paper title);
3. An abstract;
4. Budget including documentation to support budget items (airfare, lodging, conference registration, etc.);
5. Conference acceptance letter or email confirming submission until approved;
6. Letter of support (PDF) from major advisor in support of your attendance at the conference;
7. Completed travel Graduate School Funding Application; and
8. Completed Pre-trip authorization form.

### ***Routing the application***

The entire application package (in one PDF) should be routed in the following order:

- 1) Your major advisor (even if they are not providing funding).
- 2) Other departments/units from which you are seeking funds.
- 3) CLS.
- 4) If you are requesting funds from a college other than or in addition to Social Science you will need to route it there for signature after CLS and Social Science approve the request.
- 5) If you are requesting funds from the Graduate School or International Studies & Programs, CLS will send it to them for approval after it has been approved at the other levels.

### ***Budgeting Tips***

Conferences often have reduced rates for students or presenters. Please try to use these rates when possible.

Make sure that all of your math is correct.

Be sure to use per diem rates from [www.ctrl.msu.edu/COTravel/DomesticMIE.aspx](http://www.ctrl.msu.edu/COTravel/DomesticMIE.aspx)

If you are sharing a room or carpooling, the amounts must be divided accordingly.

Documentation to support budget items (airfare, lodging, conference registration, etc.);

Request for Graduate Office Fellowship (GOF) funds for **NAME** to attend:

Conference name:

Date:

Location:

Title:

Abstract:

Budget (sample format below)

<u>Item</u>	<u>Source</u>	<u>Quantity</u>	<u>Cost</u>	<u>Total</u>
Travel	Airfare, train, etc.			Total
Lodging	Hotel name etc.	# of nights	\$ per night	(your portion only)
Meals	Per diem per chart	# of meals	Cost allotted per meal	Total for all meals
Registration		how many	Cost allotted per meal	Total
Other				Total
Other				Total
				Total Budget
Other Funding	Unit/Department	Amount		Total
Other Funding	Unit/Department	Amount		Total
Other Funding	Unit/Department	Amount		Total
				Total of Other Funding
				Total Request from CLS

## Graduate School Funding Information

Funds from the Graduate School are available for graduate and graduate professional students to present their research at professional conferences (in-person or virtual). These funds are not available to support thesis/dissertation research projects or course work. This funding is only for graduate students pursuing a degree program. Funding is in the form of a fellowship. Students must be enrolled for the semester in which they receive their funding. Requests for funding to travel to international meetings will be considered jointly by the Graduate School and the [Office of International Studies and Programs \(ISP\)](#). Since ISP signs off on the application, you need to submit only one application to the Graduate School for funding to travel to international meetings. Requests are limited to \$600 over the course of a student's graduate student career. Unlike graduate assistantships, these fellowships do not provide student health insurance or tuition/ fee waivers.

1. Please complete the Travel Application (attached). The form includes a summary of cost sharing with the student's major professor, department, college, and when appropriate—with International Studies and Programs. Whether or not these units provide funding, an endorsement (signature on form) of the request from the major professor, department and college is still required. Form includes an endorsement from the major professor/advisor stating that the student is making satisfactory progress in their graduate program.
2. Travel requests must be accompanied by a **brief letter** from the student indicating the following:
  1. Student must be registered in the semester that the funding is awarded.
  2. Name of the conference or professional meeting.
  3. The title of the research to be presented and the list of authors. (The requesting student is to be the first and presenting author.)
  4. The date(s) and the location of the conference.
  5. A break-down of the costs of the trip.
3. If student's travel is international, please work with the student's department to complete a pre-trip travel authorization for the student and register their trip in the **International Travelers Abroad Database**(<https://travelregistry.msu.edu>). When that is done, the student will be automatically enrolled for international travel insurance (provided by International SOS) at no cost to the student. [Graduate School International Health & Safety Orientation \(PDF\)](#)
4. For travel to international conferences to present papers (IF APPLICABLE):
  1. Through the Graduate School International Travel Grant, [International Studies and Programs \(ISP\)](#) offers MSU graduate students small travel grants to international professional conferences to present papers. The research presented must have an international focus. Only one request per student will be considered during their degree program.
  2. After securing the major professor/advisor, department and college endorsements, eligible students should send the completed travel funding application to International Studies and Programs (209 International Center or [thele103@msu.edu](mailto:thele103@msu.edu)). ISP will then forward the application on to the Graduate School for funding consideration.

## Graduate School Funding Information

5. All non-essential outgoing domestic and international travel is suspended indefinitely (please check the [Travel@State](#) site for updates). **Waivers** for Essential domestic and international travel available at [oihs.msu.edu](#). In light of this directive, the Graduate School will not approve funding requests from our travel funding application without an approved waiver attached to the request. We suggest that colleges/units abide by the same practice.

A decision on support will be made within three weeks after receiving all the necessary materials by the The Graduate School. Decision letters will be emailed.

**PLEASE NOTE:** If you have federal loans or other needs-based loans/aid, the amount of your fellowship award may cause a reduction of your loan(s) or other financial aid. You may still wish to consider the fellowship as this will most likely reduce your total loan debt at graduation. Please seek advice from your Office of Financial Aid Counselor before you turn down a fellowship.



## TRAVEL FELLOWSHIP FUNDING APPLICATION

Instructions on <https://grad.msu.edu/travel>. Completed forms should be emailed to the Graduate School at [gradschool@grd.msu.edu](mailto:gradschool@grd.msu.edu). Please note: this funding is in the form of a fellowship.

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

US. Citizen      Yes      No  
 Permanent Resident      Yes      No  
 International Student      Yes      No

Current Graduate      Doctoral  
 Program Enrollment:      Master's  
    Professional  
    Medical/Law

If no, Country of Origin \_\_\_\_\_

Current Graduate GPA \_\_\_\_\_

Ethnicity (optional) \_\_\_\_\_

If you have federal financial aid, please consult the Office of Financial Aid to find out what the impact that this award would have on your aid package.

Student Name: \_\_\_\_\_ Last 4 digits of PID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Department and/or Program: \_\_\_\_\_ College: \_\_\_\_\_

*I certify that the above student is making satisfactory progress towards a graduate degree.*

\_\_\_\_\_  
 Major Professor

\_\_\_\_\_  
 Signature of Major Professor

\_\_\_\_\_  
 Date (mm/dd/yyyy)

### SHARED FUNDING AND ENDORSEMENT

A signature is required below from the major professor, the department/unit, and the college even if no funds are committed to support this request. Individual departments/colleges may request additional information from the applicants.

TOTAL EXPENSES				1	
Funding Provider	Name and email address	Signature	Account #		Amount from Provider
Major Professor				2	
Department / Program / Unit				3	
College				4	
International Studies & Programs				5	
For international conferences only. Endorsement from ISP at 209 international Center or <a href="mailto:thele103@msu.edu">thele103@msu.edu</a> . Funding from ISP will be in the form of a travel reimbursement, not a fellowship.					
Other (specify)				6	
TOTAL FROM FUNDING PROVIDERS (Add lines 2-6)				7	
Funds Requested from the Graduate School (Required)				8	

Revised 9/2020

Amount Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_