Graduate Student Travel Request Letter Template

Please use this template as a guide in writing your own cover letter. The highlighted information must be included in your letter.

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. A cover letter based on the template above;
2. A request for funds (including conference name, date, paper title);
3. An abstract;
4. A 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 supporting your conference attendance;
7. Completed travel Graduate School Funding Application; and,
8. Completed Pre-trip authorization form available on the CLS website.

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.ctlr.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)

Item	**Source**	**Quantity**	**Cost**	**Total**
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

MICHIGAN STATE
UNIVERSITY

GRADUATE STUDENT TRAVEL FUNDING CRITERIA

Funds from the Graduate School are available for graduate students to travel to present their research at professional conferences. 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. Requests for funding to travel to international conferences will be considered jointly by the Graduate School and the Office of International Studies and Programs (ISP), therefore, you need to submit only one application for consideration by both offices. 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.

Send the following to The Graduate School, 466 W. Circle Drive, Chittenden Hall

1. The attached Request for Travel funding application COMPLETELY filled out and listing:
    - 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 of the request from the major professor, department and college is still required.
    - Requests must be accompanied by an endorsement from the major professor/advisor stating that the student is making satisfactory progress in his/her graduate program. You are to use the attached application to provide this information.
2. Travel requests must be accompanied by a brief letter from the student indicating the following:
    - Student must be registered in the semester that the funding is awarded.
    - Name of the conference or professional meeting.
    - The title of the research to be presented and the list of authors. (The requesting student is to be the first and presenting author.)
    - The date(s) and the location of the conference.
    - A break-down of the costs of the trip.
3. International Travel Insurance:
    - If your travel is international work with your **department** to complete a pre-trip travel authorization for you and register your trip in the International Travelers Abroad Database (*https://travelregistry.msu.edu*). When that is done, you will be automatically enrolled for international travel insurance (provided by International SOS) at no cost to you.
4. International Studies and Programs (IF APPLICABLE):
    - 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 his/her degree program.
    - 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). ISP will then forward the application on to the Graduate School for funding consideration.

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

PLEASE NOTE: If you have Stafford 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 still may wish to consider the fellowship as this will reduce your total loan debt at graduation. Please seek advice from your Office of Financial Aid counselor before you turn down a fellowship. However, if the award is for travel or research support, please provide a copy of the meeting registration form, airline ticket price, hotel costs, etc. to the Office of Financial Aid and indicate that the funds should **not** be subtracted from your loan/aid amount. However, final decisions are made on a case-by-case basis by the Office of Financial Aid following guidelines provided by the Federal Government.

The Graduate School

Chittenden Hall
466 W. Circle Dr
East Lansing MI
48824-1044

517-353-3220
Fax: 517-353-3355
grad.msu.edu

MSU is an affirmative-action,
equal-opportunity employer.

466 West Circle Drive
Chittenden Hall
Michigan State University
East Lansing, MI 48824
Phone: 517.353.3220
Fax: 517.353.3355

TRAVEL FUNDING REQUEST TO THE GRADUATE SCHOOL

Associate Dean for Graduate Student Affairs Office

SHARED FUNDING AND ENDORSEMENT FOR:

Date:_____

(Print) Student Name:_____ Student Number:_____

Address:_____ City/State/Zip:_____

Phone Number:_____ Email:_____

Department:_____ College:_____

Citizenship: US ☐ Int'l ☐ Gender: Male ☐ Female ☐ Ethnicity (Optional):_____

Current Graduate Degree Enrollment: Master's ☐ Doctoral ☐ Professional (Medical) ☐

***Attach the specific funding request letter from the student.**

Unlike graduate assistantships, these fellowships do not provide student health insurance or tuition/fee waivers.

The above student is making satisfactory progress towards his/her degree.

_____ _____

***(Print)* Major Professor** ***Signature of* Major Professor**

A Signature is required from the major professor, the department chair, and the college even if they have no funds available to support this request. Individual departments and colleges may request additional information from the applicants.

FUNDING SOURCE	NAME AND E-mail ADDRESS (Print or Type)	SIGNATURE	ACCOUNT#	AMT FROM SOURCE
Major Professor				**$**
Department/Unit Chair				**$**
College Dean/Associate Dean				**$**
International Studies & Programs				**$**
	427 N. Shaw Lane, 209 International Center **(If you receive funding from this unit it will be in the form of a Travel Voucher)** (For international conferences only)			
Other (specify)				**$**
			TOTAL:	**$**
			FUNDS REQUESTED FROM THE GRADUATE SCHOOL:	**$**

Graduate School Funds ***Disapproved:*** _____ ***Amount Approved: $*** _____

*******Notification of award decision will be emailed to Student, Professor, Chair's office and Dean's office; please make sure to include the email addresses in the space provided. Thank you.**

INSURANCE COVERAGE FOR INTERNATIONAL TRAVEL

For international travel insurance: Work with your department to complete a pre-trip travel authorization and register your trip in the International Travelers Abroad Database (https://travelregistry.msu.edu). When that is done, you will be automatically enrolled for international medical insurance and evacuation coverage (provided by International SOS) at no cost to you when traveling on University business or as part of official University programs.

To access any of International SOS's services, use the MSU membership number: **11BCAS798617**. If you need help with a medical or security issue abroad, or if you have any health and safety questions before your departure, contact the 24/7 International SOS Scholastic Assistance Line: +1-215-942-8478. Travelers are also strongly encouraged to visit the International SOS web-portal and to download their app (app.internationalsos.com) to review information about your destination, receive travel alerts, request a certificate of assistance (proof of insurance), and contact International SOS for assistance.

Remember, for immediate emergency assistance while abroad, travelers should use the local emergency number ("911 equivalent") to contact local emergency services. The MSU 24/7 International Emergency Assistance Line (+1-517-353-3784) remains available to travelers and should be used to report a crime abroad.

To protect health, travelers should also verify whether they need preventive vaccinations or medications that are recommended by the Centers for Disease Control and the World Health Organization. Certain vaccinations may be required by destination countries. The Travel Clinic located in Olin Health Center can provide these services, as does the Ingham County Health Department and other travel clinics outside of the Mid-Michigan area.