

STT Travel Support for PhD Students

Instructions on completing this form visit STT Travel Support

Email completed forms to the STT Graduate Programs Office STT.GradOffice@msu.edu.

Please note: This funding is in the form of reimbursement towards travel in MSU's Concur travel system. Students are required to submit a pre-trip travel authorization (travel request) in Concur before the travel start date.

Last Name, First Name:

Email:

Last 4 digits of Student PID:

Ph.D. Program Start (Semester/Year):

Name of Conference / Professional Meeting:

Location (City/State/Country):

Conference Meeting Date(s):

Travel start and end dates:

Title of research to be presented (Abstract must be attached to this application):

List of Authors (student must be co-author):

Cost breakdown for conference attendance

Conference Fee:

Transportation:

Lodging:

Other:

Estimated Total Cost:

Funding Provider	Name	Email	Amount from Provider
Advisor / Guidance Committee Chair			
Conference			
College			
Graduate School			
International Studies Programs			
Other (specify)			
TOTAL AMOUNT FROM FUNDING PROVIDERS			
Funds requested from STT			

I certify that the above student is making satisfactory progress towards their doctoral degree.

Advisor/Guidance Committee Chair

Advisor's Signature

Date (mm/dd/yyyy)

Acknowledgement:

I acknowledge that the funding will be withdrawn if the abstract is not accepted or I am unable to attend, and I am responsible for informing the STT graduate program coordinator of the status of the travel in a timely manner.

Graduate Student (print name)

Signature of Graduate Student

Date (mm/dd/yyyy)

Email this completed form to the STT Graduate Coordinator at stt.gradoffice@msu.edu.

Amount Approved by STT Chair:

Disapproved: