



Student Funding Request Form

Name: M-number: Email:

Major: Minor: College:

Request use of program funds in connection with the following activity:

☐ Attend Conference ☐ Other

City: Country:

Have you previously been funded by the Office of International Affairs? ☐ Yes _____ Amount ☐ No

Undergraduate ☐ Graduate ☐ Travel Dates: _____

Explain purpose of the travel (attach your faculty letter of support; invitation letter or program material):

Explain how the knowledge gained on the trip can be to your benefit in regards to internationalization:

Estimated Costs		Proposed Funding Sources	
Description	Amount	Sources	Amount
		Department	
		Personal	
		Other:	
		Total:	
Total Estimated Costs:		Difference:	

Total IE Funding Request:

Traveler's Signature

Date

To be reimbursed, you must submit a Travel Authorization (TA) request to the Travel office with the proper approvers. You must file a travel claim after the completion of your travel to be reimbursed. Please include Robert Summers and Maureen Young as approvers on the travel authorization and travel claim. If the award is issued as a stipend, please be aware that this payment may affect your other grants or scholarships (please check with the financial aid office.) Amounts above \$600 may be reported to the IRS If an award is issued as a stipend for more than \$600.

TO BE COMPLETED BY THE OFFICE OF INTERNATIONAL AFFAIRS

The Office of International Affairs ☐ does not approve ☐ approves \$ _____ to be used

for _____ to support this trip.

Vice Provost of International Affairs Date: _____

Index: _____