

Faculty/Staff Travel Funding Request Form

Name: _____ M-Number: _____ Email: _____

Position: _____ Department _____ College _____

Request funds in connection with the following activity:

- ☐ Education Abroad Site Evaluation Attend ☐ Education Abroad Program Participation
☐ International Conference with MTSU Student ☐ Other _____
Present Scholarly Work at International Event

Travel Dates: from _____ to _____ City: _____ Country: _____

Have you been awarded IA funds previously? ☐ No ☐ Yes Last Date awarded: _____

Explain purpose of the travel (attach a separate sheet if necessary):

Explain how your program/travel will align with the strategic goals of the office:

Estimated Cost (Attach airfare and/or lodging quotes)	
Item description	Amount
Total Estimated Cost	

Funding Sources	
Sources	Amount
College	
Department	
Others	
Total (Excluding IA Fund)	
Difference	

Total IE Funding Request _____

"While not a requirement, funding from other sources (department, college, personal) strengthens your request."

Traveler's Signature _____ Date _____

Please submit **completed forms to Cindy.Habara@mtsu.edu(cc Maureen.Young@mtsu.edu)**. Applications should be submitted at least 60-days prior to the event or travel. Decisions will be made within two-weeks of the receipt of application. **Please notify IA as soon as possible if the funded activity does not take place.** It is requested that International Affairs be listed as a supporter of this event/project on all promotional materials, including publications. Please provide a brief report (<300 words) and related documents of travel to the IA office upon return. Failure to do so may result in rejection of future requests.

TO BE COMPLETED BY THE OFFICE OF INTERNATIONAL AFFAIRS

The Office of International Affairs ☐ does not approve ☐ approves up to \$_____ to be used only for _____ to support this trip/program.

Vice Provost of International Affairs' Signature _____ Date _____ **INDEX** _____