

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	0

Funding Sources	
Sources	Amount
College	
Department	
Others	
Total (Excluding IA Fund)	0
Difference	0

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 Robert.Summers@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 receipt of application. **Please notify IA as soon as possible if the funded activity does not take place.** It is requested that InternationalAffairs be listed as a supporter of this event/project on all promotional materials, including publications. A TA must be completed in your department for all travel out of State. A travel claim must be completed within 30-days of your return.

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** _____