

**Department of Media & Information**  
***Student Request for Graduate Office Scholarship Travel Funding***

Student Name: \_\_\_\_\_ Student PID: A \_\_\_\_\_

Date of Request: \_\_\_\_\_ Date of Travel: \_\_\_\_\_ Email: \_\_\_\_\_

Name of conference/festival:  
\_\_\_\_\_

Location of conference/festival:  
\_\_\_\_\_

Are you presenting:

YES            NO

If yes, title of talk:  
\_\_\_\_\_

Amount you are requesting: \$ \_\_\_\_\_

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Travel funds are available on a first come, first serve basis. Students may need to submit original travel and conference fee receipts upon return for proof of travel. *If travel does not take place or receipts are not presented to the department after travel, the student is responsible for reimbursing this travel grant.* Typical amounts\* for travel include:

Domestic travel, not presenting: \$250  
Domestic travel, presenting: \$500  
International travel, presenting: \$1000

Each case is reviewed on an individual basis, and the department reserves the right to deny requests for funding. Students may apply for multiple awards for multiple conferences/festivals.

\* Amounts listed are an example of typical awards. All awards are individually assessed and dollar amounts may vary.

For Office Use Only:	
Award Status: _____ Approved	Amount: \$ _____
_____ Denied: (reason) _____	
_____	_____
MI Director of Graduate Studies	Date