



Department of Media & Information
MICHIGAN STATE UNIVERSITY
Travel Funding Request Form
(updated fall 2025)

Name: _____ PID: _____

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: \$ _____

----- 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: _____ Denied: _____

Approved Category: _____

Amount Approved: _____

Additional Amount _____ Reason _____

Total Amount Awarded \$ _____

Director of Graduate Studies

Date

