MICHIGAN STATE UNIVERSITY
Special Education Doctoral Student Travel Fund
Application

Regulations:
1. Only students who have attended or presented at a conference/meeting are eligible to receive a travel grant
2. Students must submit the acceptance letter/email for a presentation, a line item expenditure/budget sheet, and actual receipts to be considered for a grant
3. Students will be considered for a travel grant up to the amount of $1,500 for presentation(s) at a single event or $750 for attendance at a single event
4. If the expenditures/budget are for under $1,500/$750, the actual costs will be reimbursed; if the costs exceed the travel grant amount of $1,500/$750, then the grant will be for the maximum
5. If students present at/attend additional conferences or meetings, they may submit another travel grant application for each trip and may be awarded up to an additional $750 for each trip IF FUNDS ARE AVAILABLE AND AT THE DISCRETION OF THE FACULTY

Doctoral Student's Name________________________________________________________

Name of Conference___________________________________________________________

Location of Conference_________________________________________________________

Date(s) of Conference___________________________________________________________

Title of Conference Presentation________________________________________________

____________________________________________________________________________

Are you presenting/attending more than one conference this year? _____YES _____NO

If “YES”, what other conferences?

Conference___________________________________ Presenting ____YES   ____NO

Conference___________________________________ Presenting ____YES   ____NO

Do you have travel support from other sources: _____YES _____NO

If “YES”, please describe the nature of this support:

Remember to:
• Attach copy of acceptance notification from conference host if presenting
• Attach line item budget to document travel expenses incurred
• Attach all receipts for conference registration fees and costs associated with lodging, transportation, and parking (meal expenses are NOT eligible for reimbursement)