

PRIME Travel Request

Requests for the year should be submitted at the beginning of the fall semester, or as soon as possible, and allowing at least one month before your anticipated travel. Up to \$1,000 may be available in travel reimbursement to a conference **at which you present your own research**. Program travel funds may be limited to students in years one through five of the program, and available to students beyond year five as funds permit.

These travel funds can be used for conferences from August 16, 2023 through August 15, 2024.

Instructions: Please open using Adobe Reader, **NOT Preview**.

Student Name:

Title of Conference:

Location of Conference:

Date/s of Conference:

Title of Your Accepted Presentation:

Advisor Signature

Date

Return to Freda Cruél when filled out completely.

PRIME Travel Request

Please submit this worksheet when you submit your PRIME travel fund request, along with page one above.

Student Name _____ Cell Phone _____

Student ID _____ Email _____

Conference Name AND Location (City, State): _____

Conference Date(s): start: _____ end: _____

Travel Date(s): start: _____ end: _____

Amount requested from Program: \$ _____

Funds coming from other source _____

Emergency Contact: \$ _____

Name Phone Email

Please estimate the cost of your travel/conference:

Conference Registration, if applicable:

Was this paid for on Freda's MSU MasterCard? Y N \$ _____

Travel to and from destination: Airfare, mileage if driving (mileage reimbursement as of 7/23 is 65.5 cents per mile, subject to change) \$ _____

Note: *Contact Freda before booking your flight, (flight can be direct billed)*

Hotel: _____ #nights at \$ _____ per night \$ _____

(Submit paid receipt with \$0 balance and last 4 digits of credit card on receipt.)

If sharing a room with another graduate student attending same conference, please list name(s) below: Individual bills must be presented for reimbursement.

Staying with: _____