

**The Design School
 MSD Program
 Student Travel Grant Application Form**

Date: _____ 10 Digit ID Number: _____

Name: _____

Phone: _____ ASU Email: _____

Concentration: _____

Committee Chair: _____

Conference Title: _____

Conference Location: _____

Travel Dates: Depart: _____ Return: _____

Conference Description: *(explain how this presentation will support your personal development and the research mission of the School and program. Additional documentation may be attached.)* _____

Estimated Total Cost of Trip _____

Airfare: _____

Hotel: _____ Nights X \$ _____ per night

Registration: _____ Ground Transportation: _____

Other: _____

Amount Requested from MSD Program: _____

Amount Solicited from Other Sources: _____

Source:

Source Amount:

Student Signature: _____

Approval:

 Committee Chair Signature

 Date

 MSD Coordinator Signature

 Date

 Business Operations Manager Signature

 Date

Travel Application and Authorization Procedures

Travel Grants are awarded to support the personal and professional development of students; increase the visibility of the University, School and the program; and award excellence in scholarship. Travel grants will be awarded to help defray travel expenses in support of presentations of research at conferences or seminars that take place during the academic year. Applications are accepted only from those students currently enrolled in, have support from their Chair, and in good standing with the MSD program.

The awarding of the MSD program grants will be made on a funds-available basis, in accordance with Arizona State University reimbursement guidelines. Applications that are also being submitted to the Graduate College will be prioritized by the date they were received in the program office, and the amount of previous funding awarded by the program. *(Students who have received funding in previous years will receive lower priority than first-time applicants.)*

- Students are eligible for **one** travel award per academic year. The maximum funding for trips inside the U.S. is \$500; outside the U.S. is \$700. Some level of matching funding from other sources is expected. Students should check with other funding sources to determine the amount of funding available.
 - Other funding sources include Graduate College, GPSA and HIDA. Please see each of their own respective websites for information, deadlines and requirements.
- Applicants must be making a presentation of their own work at the conference/seminar. If the presentation is the result of a group project, only one (lead author) student will be considered for funding.
- The deadline for submitting applications to the MSD program **will be at least three weeks prior** to travel. When submitting the MSD application form, students must also submit the following:
 - the conference acceptance letter
 - a brief abstract of their paper
 - a conference brochure that outlines registration fees, hotel prices and
 - either a copy of the airline itinerary or a print-out of the estimated airline ticket which indicates departure and return dates/times.
- Travel Authorization forms are completed by the student, based on estimated expenses submitted by the student. For insurance and liability purposes, the Travel Authorization must be signed by the traveler and approved by our Dean's office prior to departure. The approval of this form is also necessary to request a travel advance. Please work with the Business Operations Manager, Courtney Carroll (Email: courtney.carroll@asu.edu, Phone: 480-965-6390, Office: DN 162) to complete travel authorization forms.
- Students are responsible for making their own travel arrangements and conference reservations. Students are encouraged to take advantage of discounts for early registration and transportation.
- Students who are only applying for funding from the MSD program and require a travel advance, must submit their application at least three weeks prior to their departure date, to allow for processing. Students who submit requests after this time will not be eligible for advances and will be reimbursed at the end of their trip.
- Students should print a copy of the "Travel Expense Log" from the forms web page and take it with them. This log will help track all expenses, as well as the currency exchange rate on international trips.
- **All** original receipts will be required for reimbursement upon completion of the trip; students must tape receipts to an 8^{1/2} x 11 piece of paper. Receipts must be turned in no later than 7 days after their return to the Business Operations Manager.
- All travel must conclude before the end of the fiscal year (June 30) in which the travel account was awarded.