Instructions for using this form: Click “View” and select “Edit Document.”

Enter your responses in the clickable grey fields below.

**Student Travel Funding Request**

**Date Submitted:**       (*Request must be submitted at least four weeks before the trip*.)

**Traveler:**       **Department:**

**Address:**       **City:**       **State:**       **Zip:**

**E-mail/uniqname:**      **UMID:**

**Type of Participation (e.g., paper title and conference)**:

*Please* *attach copy of program or letter of invitation.*

Dates of Travel: Departure Click here to enter Return Click here to enter

Are you receiving any need-based financial aid this term? Yes  No

Have you received conference travel funding from CREES before: Yes  No

If “yes,” in what year(s):

|  |  |
| --- | --- |
| **Anticipated Expenses** | |
| **Airfare** (*Use advance purchase, Saturday stayover when possible and less expensive.*) | **$** |
| **Ground Transportation** | **$** |
| **Registration** | **$** |
| **Hotel**       days @ $ | **$** |
| **Meals** \* | **$** |
| **TOTAL REQUEST** | **$** |

Students may apply for one CREES Student Conference Travel Grant of up to $300 per year. Applications are reviewed on a rolling basis and must be submitted at least four weeks in advance of the conference. Students will be notified by email; awards will be paid via student accounts. Grants are contingent on the availability of funding.

To extend CREES funding, we ask that you apply to other U-M units (International Institute, Rackham, your department, etc.) for the maximum travel award(s) for which you are eligible and that CREES be the funder of last resort. ***When submitting this application, please attach copies of your requests to other U-M funding sources.***

Your institutional affiliation on the conference program should be the “**University of Michigan**.”

Please return this funding request form, a copy of the conference program/invitation,

and documentation about other funding requests to:

**CREES Travel Grants**

**500 Church Street, Weiser Hall Suite 500**

**Ann Arbor, MI 48109-1042**

**Tel: 734.764.0351 FAX: 734.763.4765 E-mail: crees@umich.edu**

\* Must refer to published GSA per diem rates for domestic travel (www.gsa.gov). Departments and units are not permitted to reimburse at rates higher than federal per diems for meals on travel status. The per diem rate for the first day and last day of travel is 75% of the total daily per diem rate for the travel city.