

**University of Michigan  
School of Information  
MSI Student Travel Funding Request Form**

Please complete this form to request funding from SI to assist with travel expenses you are presenting at a conference. Generally we can provide support for only the primary presenter, and once our annual budget is expended we will not be able to offer funding. You must first request travel funding from Rackham, and your request for SI funding must be made in advance of your trip. SI can provide \$250 per student for domestic travel, and \$450 for international travel. Students may receive a maximum of \$500 per year for presentation travel. **Email the completed form as an attachment to Laura Elgas, Assistant Director, Master's Admissions and Student Affairs, lauramb@umich.edu.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

\_\_\_\_\_

Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_

**NOTE:** Documentation of your presentation acceptance is required. Email acceptance or URL linking to presentation details on the web is sufficient.

Please list all funding sources your have requested/obtained e.g. Rackham Travel Grant, International Institute, Faculty research account, etc.

Funding source \_\_\_\_\_ Amount: \_\_\_\_\_

Funding source \_\_\_\_\_ Amount: \_\_\_\_\_

Funding source \_\_\_\_\_ Amount: \_\_\_\_\_

Which do you prefer, cash advance or reimbursement? \_\_\_\_\_

**Note:** Receipts must be submitted within 30 days of your return date.

\_\_\_\_\_

**Amount Approved:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**University of Michigan  
School of Information**

## MSI Student Travel Funding Procedures

- 1) You must first request travel funding from Rackham School of Graduate Studies. For details, see: <http://www.rackham.umich.edu/Fellowships/guideln/2195.html>.
- 2) If you need additional funding beyond what Rackham can provide, submit an MSI Student Travel Funding Request form to Laura Elgas, [lauramb@umich.edu](mailto:lauramb@umich.edu). The form is available online at: <http://www.si.umich.edu/msi-home/MSI-Travel-Funding-Req.pdf>
- 3) **SI can provide \$250 per student for domestic travel, and \$450 for international travel (as long as the annual budgeted amount is not exhausted).** Students may receive a maximum of \$500 per year from SI for conference presentation travel.
- 4) **Driving your personal automobile** is acceptable, as long as the cost of mileage is less than round trip airfare. The current University mileage reimbursement rate is posted online at <http://www.procurement.umich.edu/files/mileage.pdf>. If it is, you can be reimbursed up to the cost of a plane ticket, but you must attach a listing of flight costs for the day you would have traveled by air. You must submit a MapQuest or similar report of mileage for your driving expense.
- 5) **Leaving the US?** Faculty, staff, and students traveling outside the United States on University-related activities should consult the [U-M Overseas Travel Guidelines](http://www.umich.edu/%7Eitoc/guidelines.html) < [www.umich.edu/%7Eitoc/guidelines.html](http://www.umich.edu/%7Eitoc/guidelines.html) > and use the [UM International Travel Registration Web Site](https://websvcs.itcs.umich.edu/itoc-bin/main). < <https://websvcs.itcs.umich.edu/itoc-bin/main> > The Travel Registry helps facilitate communications in the event of emergency situations that may arise for those traveling outside the United States for activities related to the University, such as study, research, participation in sponsored projects or programs, or other business.
- 6) **Receipts must be submitted to Andrea Daley, 304 West Hall, within 30 days of the time you return from your trip, whether you received a cash advance or will need reimbursement.**
- 7) We prefer that you submit as few receipts as possible which are close to or exceed the funding you have been allotted; such as airfare, lodging, or registration fees. If you do submit receipts for any meals, note the following limits for meal reimbursement for food and non-alcoholic beverages:  
Breakfast - \$25; Lunch - \$25; Dinner - \$55
- 8) Remember, when traveling you are a representative of SI and the University of Michigan. We trust you will represent us well by demonstrating professionalism at all times. Please consider picking up a few recruitment booklets or CDs from 403B West Hall before your trip in case you encounter an opportunity to discuss SI with a prospective student or a prospective employer of SI students.