This is an application to the Academic Enrichment Committee for an Ohio State Mansfield travel grant. The Committee makes recommendations to the Dean. See the Student Travel Grant guidelines for eligibility, instructions, deadlines, and limits. If you already received the maximum award for Student Travel Grant funds for travel during the academic year (July 1 – June 30) in which this travel occurs, you are not eligible for further funds, and you should not complete this form. If you received less than the maximum, you are welcome to apply for the balance or part of the balance.

Please check one or more of the following three categories and provide requested information. Attach a brochure, course description, or any other pertinent information that describes the activity.

1) Special course in another country
   Name of country ______________________________________________________
   Titles of course ______________________________________________________

2) Academic conference or seminar
   Name of conference or seminar _________________________________________
   Location ___________________________________________________________
   If presenting, title & format of presentation ______________________________
   If not presenting, name of conference-related Ohio State course you are taking
   ___________________________________________________________________

3) Educational travel related to an academic program
   The travel may be in the U.S. or another country, and is usually hosted by an Ohio State faculty member.
   Name of trip _________________________________________________________
   Places you plan to visit _______________________________________________
   Title of course required for this trip ______________________________________
   Name of Ohio State faculty member who has agreed to organize or supervise this activity, and will serve as an academic reference if needed (no recommendation letter is necessary) ____________________________
Dates of the activity ________________________    Student ID# __________

Name ________________________________________________________________
Last                          First                          Middle

OSU email address _____________________________________________________

Local address _________________________________________________________

Permanent address ____________________________________________________

Phone number ________________________________

Major ___________________ Number of hours currently enrolled ________

OSU Grade Point Average ________

Total credits earned at Ohio State ______ 

Academic advisor(s) ________________________________________________

Semesters you were an OSU Mansfield student last academic year (check all that apply)

      _____ Autumn             _____ Spring             _____ May             _____ Summer

Semester you were or plan to be an OSU Mansfield student this academic year:

      _____ Autumn             _____ Spring             _____ May             _____ Summer

Please explain how will you benefit academically from this activity.
**Estimated costs** (subject to the university’s travel reimbursement policies)

Travel — Airfare $ 

Travel — Auto (reimbursed at current rates) $ 

Lodging $ 

Food (reimbursed at current rates) $ 

Registration/Fees $ 

Other (please specify) $ 

**TOTAL ESTIMATED COST** $ 

For a major trip or study abroad, when is your final payment due for this activity? ____________ 

If the travel grant should be paid to a specific business or organization, please include the name and address here:

**By signing this application, you acknowledge the use of these funds only for the activity specified above. You must refund the Travel Grant or forfeit reimbursement if you do not complete the course and/or the activity.**

________________________________________________________________________  ______________________ 

**Applicant’s signature**  **Date** 

Send this application to the chair of the Ohio State Mansfield campus Academic Enrichment Committee. Electronic applications as pdf attachments are preferred. Just print, sign, scan, and attach this application.

**Note to applicant:** After your request has been approved, you will receive a copy. Please contact the campus Travel Officer at the Business Office in Riedl Hall to obtain a T number. Do not incur expenses until you receive the T number.

*Document revised October 2017*

*The current version of this document is maintained by the Academic Enrichment Committee.*