

The Ohio State University at Mansfield
STUDENT TRAVEL GRANT
APPLICATION FORM

Priority deadlines: October 15 for following spring semester, February 15 for following autumn semester

This is an application to the Academic Enrichment Committee for an OSU 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 county, 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 _____
Last First Middle

Dates of the activity _____ Student ID# _____

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

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)

Please explain how this activity will fit into your academic program, and what specific goals it will accomplish. (100 to 250 words)

The maximum funding per student each school year is \$1000 for domestic travel and \$1200 for international travel. Students presenting at academic conferences (with proof of acceptance) are eligible for funding up to the full cost of the trip, so long as it does not exceed the maximum allowed. All others—such as students enrolled in study abroad or engaged in class trips—can receive up to half of the cost of the trip.

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 Mansfield campus Academic Enrichment Committee. (Ask your research supervisor for the name of the current chair.) 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 29, 2017

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