

Application for Second Year MA Travel Awards
2016-2017

2nd year MA Travel Funds: One-time event travel funds up to the amount of \$500 each will be available to 2nd year MAs in good standing who wish to attend a conference during the 2016-2017 academic year. Only one award will be given per year per person.

In order to request these funds, you must:

- 1) Submit a School application (form below) to Ray Malewitz and wait for his approval and signature.
- 2) If Ray approves the travel, submit the form below and an OSU Travel Pre-Authorization form to Teagan Lochner. That form is available on the Canvas shared site, the SWLF website, or from Teagan. Both forms **must be submitted at least 30 days before travel. Keep a copy of your pre-authorization, so that you will have it for submission of receipts.**
- 3) File all original, itemized receipts for reimbursements within 30 days of your return to Teagan Lochner. All travel and reimbursement requests must be completed by June 30, 2017.

Overview: Funds are available to support MAs for travel to one (1) academic conference during their graduate studies at OSU. These funds are intended to support students' professional development by helping to facilitate their exposure to professional connections and conversations in their field of study. Qualifications and conditions of the travel award are outlined below. These awards are contingent on available funds.

Qualifications: Second-year MA in good standing with respect to teaching and academics. Qualifying MAs must propose to attend a conference or professional workshop that will expand his/her awareness of the professional context in his/her field of study. Most traditional academic conferences qualify. To achieve guaranteed funding students must be presenting at the conference.

Qualifying expenses include airfare travel, conference registration, and hotel costs. **You MUST keep copies of your receipts in order to file for a travel award. Please be aware that \$500 may not cover the entire cost of many trips, so if the total cost is over \$500, be prepared to pay the remainder out of pocket.**

Name: _____

Presenting? (Circle one) Yes / No

Information about the conference or professional workshop that you propose to attend:

- Name & Organization _____
- Location _____
- Dates _____
- A copy of the submitted abstract. Include the title and the authors in the order they appear in the submission.
- Student's statement of the importance and value of the meeting. If relevant, details of workshops, project development, journal article writing, field trips, networking sessions, and collaboration that will occur. (one page or less).
Please explain in several specific sentences. Use the back to write or submit an attached explanation.
- If relevant, what are your proposed plans to cover your classes while you are away?

Amount of Funds Available for 2016-2017: \$500

Approved by __ Ray Malewitz, MA Director

Signature _____

Date _____