



DrexelUniversity  
Office of International Programs

## INTERNATIONAL TRAVEL AWARD APPLICATION

For Office Use Only:

ID #: \_\_\_\_\_

Date Logged: \_\_\_\_\_

Logged in by: \_\_\_\_\_

<b>APPLICANT'S NAME(LAST, FIRST):</b>		
<b>COLLEGE/SCHOOL:</b>	<b>DEPARTMENT:</b>	
<b>ADDRESS:</b>	<b>PHONE:</b>	<b>E-MAIL:</b>
<b>APPLICANT POSITION:</b> <input type="checkbox"/> Graduate Student	<input type="checkbox"/> Faculty	
<b>APPLICANT'S DEPARTMENT HEAD/DIRECTOR:</b>		
<p><b>DEPARTMENT RECOMMENDATION:</b>Please confirm your support to the applicant's attendance at this conference and its contribution to your Department and the University. Applications without this signed statement AND the attached letter <b>will not</b> be considered.</p> <p>Department Head/Director's Signature _____ Date _____</p> <p><b>(note: you must also attach a separate letter of recommendation from your department)</b></p>		
<b>CONFERENCE TITLE, LOCATION, AND DATES:</b>		
<b>PLEASE INDICATE WHICH CYCLE YOU ARE APPLYING FOR:</b>		
<input type="checkbox"/> Fall-Winter (due on the <b>last Thursday of September</b> , for travel between 11/1 - 2/28)		
<input type="checkbox"/> Spring (due on the <b>last Thursday of January</b> , for travel between 3/1 - 6/30)		
<input type="checkbox"/> Summer (due on the <b>last Thursday of May</b> , for travel between 7/1 - 10/31)		
<b>PAPER AND/OR PRESENTATION TITLE:</b>		
<b>BRIEFLY LIST DETAILS OF INTERNATIONAL TRAVEL AWARDS RECEIVED IN THE LAST 5 YEARS (if applicable):</b>		



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**INTERNATIONAL TRAVEL AWARD  
APPLICATION**

**TRAVEL BUDGET:**

ITEM	AMOUNT
Travel costs	
Lodging costs	
Registration costs	
Meal costs	
Other costs	
Department funding committed	
College funding committed	
Other funds committed	
Total cost of project	
International Travel Award Requested	

**APPLICANT STATEMENT:** Please attach a separate statement (no more than 1 page) addressing the following points: The focus of your research (or teaching), the importance/relevance of attending the conference for your research (or teaching), contributions to Departmental/University goals and global efforts at Drexel. Applications without this statement **will not** be considered.

Attached Document

**A COMPLETED APPLICATION INCLUDES:**

- This application form with all signatures
- Applicant Statement
- Acceptance Letter/Invitation from conference (\*If not accepted, indicate date of acceptance)
- Letter of Recommendation from Department
- Registered in GRAND Faculty Database

I agree to abide by the policies covering this type of grant and all Drexel University regulations regarding the expenditure of funds.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_