



Mississippi Valley State University  
Center for Teaching and Learning/Title III Programs

## Application for Professional Meeting/ Travel Grant

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

ID Number \_\_\_\_\_

Social Security Number \_\_\_\_\_

Office Mailing Address/Department \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Position \_\_\_\_\_ Supervisor/Dept. Head \_\_\_\_\_

Faculty \_\_\_\_\_ Staff \_\_\_\_\_

What is the start and finish date of your proposed activity? \_\_\_\_\_

Your application must also include the following typed items:

1. Relevancy Statement (suggested length - one page) that addresses how your proposed activity concurrently contributes to your development professionally and to the enhancement of Mississippi Valley State University as a whole.  
Also, include how the proposed activity fits into the scope and direction of your department and/or business unit.
2. A budget of the requested funds for your proposed activity.
3. Supporting documents (brochure, etc.) that indicate that your expenses are required.

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- You must submit your original (and a copy) of travel receipts, expenses reports, and a trip report from the Office of Title III Programs within three days of your trip.
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Applicant Signature \_\_\_\_\_

Supervisor's Signature/ Department Head \_\_\_\_\_

\_\_\_\_\_  
Signature of Vice President (of respective area)

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Title III Director

Mississippi Valley State University  
 Title III Programs- Faculty Development

Budget Worksheet for Professional Meeting/ Travel Grant

Name \_\_\_\_\_ Department \_\_\_\_\_

Title of proposed conference/activity \_\_\_\_\_

Location \_\_\_\_\_

Date (s) of activity \_\_\_\_\_ Number of days \_\_\_\_\_

| Expense       | Amount Requested | Approved Amount<br>(Title III office use only) |
|---------------|------------------|--|
| Airfare       |                  |  |
| Ground travel |                  |  |
| Registration  |                  |  |
| Lodging       |                  |  |
| Miscellaneous |                  |  |

For your information:

- Mileage for personal automobiles is reimbursed at the current approval state rate. You cannot claim expense for gas.
- Expense reports should reflect actual meal cost not per diem. For budgetary purposes, indicate a per diem amount.
- Any miscellaneous expenses should reflect cost associated with travel. Unrelated travel expenses, (e.g. tangible items purchased, non-consumable supplies, etc.) are not allowable.
- At the end of your activity/trip/conference, you must submit original receipts and expense report to the Office of Title III Programs within three days.

***Any unspent portion of your advance is due to the Office of Title III Programs.***

***Make checks payable to Mississippi Valley State University.***