

Michigan Tech

Transportation Institute

Mission: *The Michigan Tech Transportation Institute will provide the operating structure, resources, recognition, and leadership, in a collaborative environment, that supports research, education, and outreach leading to sustainable solutions for transportation.*

MTTI Travel Request Application

MTTI travel funding is available to members (or to students/staff designated by the member). Requests must be used in support of the MTTI mission. The maximum allowable funding level is \$500 per academic year and will be provided as reimbursement. An equitable amount of cost share must be shown.

Date:

Applicant Name:

Department:

Phone:

Email:

Student/Staff Name (if applicable):

Conference/Workshop Title:

Location:

Dates:

Reason for request

Presenting

Attending

Outreach

Poster/Paper Title:

Traveler

I certify that any funds granted for travel will be used in the manner described. I will provide proof of registration and active participation (such as copy of final presentation and program) to MTTI at the time of reimbursement request. An accurate travel form will be presented to MTTI for signature.

Signed:

Date:

Applicant, if not Traveler

I certify that the named traveler intends to use the funds obtained in the manner described. An equitable amount of cost share is available and proof will be provided to MTTI. The traveler will provide proof of registration and active participation as required. An accurate travel form will be presented to MTTI for signature.

Signed:

Date:

Director Signature:

Date: