

**THE CHINA INSTITUTE
FACULTY / STUDENT CONFERENCE TRAVEL GRANT (CTG)**

Name: _____ Department: _____

Telephone: _____ Email: _____

1. Please provide details of the intended travel:

Name of Association or Event: _____

Destination: _____

Dates of Proposed Travel: From _____ To _____

2. Describe your purpose of travel:

- | | |
|----------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Present paper | <input type="checkbox"/> Serve as discussant for paper or panel |
| <input type="checkbox"/> Serve as chairperson of panel session | <input type="checkbox"/> Serve as officer of an association |
| <input type="checkbox"/> Participate in workshop | <input type="checkbox"/> Attend for professional development |
| <input type="checkbox"/> Other | |

If you have selected "Other," please explain: _____

3. Explain the importance of the trip to your professional work:

4. Provide an estimate of expenses:

Airfare: \$ _____

Privately owned auto (0.655/mi) \$ _____

Lodging: \$ _____

Meals: (max. \$75 day domestic or \$100/day international) \$ _____

Conference Registration: \$ _____

Vehicle Rental or Public Transportation: \$ _____

Other: \$ _____

Projected TOTAL EXPENSES: \$ _____

5. Have you applied or are you applying for other sources of funding, either internal or external, for this trip? If so, please give details:

6. If you are a student, provide the name and email of a sponsoring faculty member. Remember to ask your faculty sponsor to send a short letter of support to Xi Tian (xt003@bucknell.edu).