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:
   - ☐ Present paper
   - ☐ Serve as discussant for paper or panel
   - ☐ Serve as chairperson of panel session
   - ☐ Serve as officer of an association
   - ☐ Participate in workshop
   - ☐ Attend for professional development
   - ☐ 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).