

MICHIGAN STATE UNIVERSITY | Professional Writing Program

WHAT: Professional Writing majors who are invited to present research and writing related to any aspect of professional writing may apply to the WRAC department for funds to help with travel and conference expenses.

WHO: This support is only for undergraduate majors who have been invited to present work; we cannot offer support for you to attend a conference if you are not participating on the program in some way.

HOW: In order to apply, you will need to:

- 1) Submit the following to the PW Program director (julier@msu.edu):
 - A budget of expenses, including the cost of conference registration, travel to the conference city, and hotel accommodations. Go to www.ctrl.msu.edu/COTravel/ to find guidelines for estimating per diem and mileage costs.
 - A copy of the invitation to present, and the presentation title.
- 2) Complete a Travel Authorization form with Diana Shank in the WRAC Department, and ask for instructions about how to document your expenses.
- 3) Submit the documentation of your expenses promptly to Diana after you return from travelling.

HOW MUCH: As long as departmental funds are available, students may be awarded up to \$300 by the department for a national or international conference.

The director of PW will also apply on your behalf to the Provost's office for matching funds, and can sometimes find other sources of support. If you are an Honors College student, you can and should apply to the Honors College for matching funding as well.

WHEN: The sooner the better. If you've proposed to a conference, but haven't been accepted yet, send a note with a copy of your proposal and information about the conference to the PW director so that we can anticipate your request at a later date.

NOTE: There are additional sources in the university to support international travel; if you're travelling outside of the U.S., contact the PW Program director to find out.