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**To:** Dr. Marcus Rogers, Department Head, CIT

**From:**

**Date:** [insert date here]

**Subject:** Request for Funding to Support Travel for Scholarly Activities

See instructions and guidelines at: <https://tech.purdue.edu/degrees/ms-computer-and-information-technology/thesis-and-directed-project-resources/travel-funding>.

**A. Purpose of Travel**

**B. Amount of funds requested**

**C. Rationale for Travel**

**D. Supplemental Sources of Funding**

I have pursued the other potential sources of funding:

| **Date Requested** | **Source** | **Amount Requested** | **Amount Received** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
| N/A | Funds I am willing to personally commit | N/A |  |

N/A = “not applicable”

**E. CIT Funding Received for Previous Scholarly-related Travel**

Document any previous travel funding received from CIT.

| **Date** | **Venue or Event** | **Amount Received** | **Outcomes or Benefits** |
| --- | --- | --- | --- |
|  |  |  |  |
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|  |  |  |  |

**F. Evidence of Graduate Student Activity Beyond Classroom**

See aforementioned web page for examples.

| **Date** | **Venue or Event** |
| --- | --- |
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**F. Evidence of Faculty Support for your Request**

Attach at least one letter of support from your faculty advisor, major professor, or research faculty supervisor.

**G. Miscellaneous**

Provide any other relevant information that might justify your request.

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**H. Commitment**

I acknowledge that if travel funds are committed by CIT, I will also commit to present my work, for which the funds were granted, to other CIT venues such as courses, seminars, and student clubs.

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(your signature) (date of signature)

*Print, sign, attach faculty letter(s) of support, and submit to CIT department office.*