

## CEE Travel Support Application Process

- Applicants should send completed applications to [cee-funding-requests@mit.edu](mailto:cee-funding-requests@mit.edu) if applying through the Pierce fund or to [ippen-funding-requests@mit.edu](mailto:ippen-funding-requests@mit.edu) if applying through the Ippen fund.
  - Completed applications must include a copy of the abstract of the paper as well as the application document
- Applications must be submitted one month *before* the travel takes place

### Travel Funding Eligibility

- Funding for a given student is limited to \$1,000 per year
- Applicant should be presenting a paper or a poster at the conference/meeting
- The applicant's faculty supervisor is expected to share in the total cost
- Travel must be related to work that is happening in CEE
- Applicants must be an MIT student at the time of the conference/meeting

## Application for Ippen Travel Support

\_\_\_\_\_, hereby requests travel support for the following event:

(name of student)

Name of conference/event: \_\_\_\_\_

Location: \_\_\_\_\_

Travel Dates: \_\_\_\_\_ to \_\_\_\_\_

Estimated total cost of the trip: \$ \_\_\_\_\_

Amount requested for departmental travel support: \$ \_\_\_\_\_

The difference (if any) will be covered by either:

Student (out of pocket)

Faculty \_\_\_\_\_ Account \_\_\_\_\_

(Name & Signature)

(Account number)

Student has authored/coauthored a paper which has been scheduled for presentation:

Title: \_\_\_\_\_

(Please attach abstract of paper)

List of Coauthors: \_\_\_\_\_

Endorsement and recommendation by faculty supervisor:

Required signatures:

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Faculty Supervisor Date