

GRADUATE TRAVEL ASSISTANCE APPLICATION BYU ENGLISH DEPARTMENT- MA

This form must be submitted at least one month before the proposed travel and is the required application for students presenting at a conference. Total funding available is \$1200-\$1600 (\$800 department + ≤\$400/yr college matching). The College will not fund more than one trip per academic year. Contact heather_hammond@byu.edu, 4198 JFSB if you have questions.

BEFORE TRAVEL CHECKLIST

- Fill out this form completely. Please print legibly.
- Attach a document containing the following information:
 - Copy of your acceptance letter as proof of acceptance to the conference
 - Abstract of your paper
- Submit your application, paper abstract, and proof of acceptance document to the Heather Hammond, 4198 JFSB.
- Wait for an acceptance email from the Dean's office and further instructions. (The Dean's office will hold your application until you have returned from the conference.)

Please note: You will not be reimbursed for any of your travel expenses unless they are approved before you travel. All funds are disbursed on a reimbursement basis, no travel advances. Save all receipts.

Name _____ BYU ID _____

Mailing Address _____

Email _____ Phone _____

Faculty Mentor _____

U.S. Citizen? [] Y [] N

Have you previously received graduate travel funding? [] Y [] N

Estimated Expenses

<i>Transportation</i> <small>(Airfare & Other)</small>	<i>Lodging</i>	<i>Meals</i>	<i>Registration</i>	<i>Total</i>

1. Title/Description of your presentation.
2. Name of conference, conference sponsor, location, and dates.
3. How will you participate in the conference?
4. Are you presenting your own work, group work, a joint project with faculty member? Explain.
5. Have you attended other conferences this year? Please explain.
6. If you have attended other conferences, did you receive travel assistance this year from the College? If yes, please include how much.

For Department Use Only:

Graduate Advisor: *I have reviewed the academic purpose of this travel and feel it is an appropriate use of funding.*

Graduate Advisor (print)

(signature)

Date

This student has been approved for a travel expense reimbursement up to \$_____.

Previous funding: 11291093 \$_____

Approved funding: 11291093 (≤\$800) \$_____

English Dept Business Manager

Date

For College Use Only:

This student has been approved by the College of Humanities and qualifies for the matching amount of up to _____.

Total amount of travel assistance approved is a maximum of _____.

College of Humanities Dean

Date

GRADUATE TRAVEL ASSISTANCE REIMBURSEMENT

BYU ENGLISH DEPARTMENT- MA

AFTER TRAVEL CHECKLIST

- After receiving an acceptance email and attending the conference, bring all receipts to the Dean's Office located in 4002 JFSB.
- At the Dean's Office, you will fill out the "Travel Reimbursement Request" portion of this application.
- Your reimbursement will then be processed, and you will be mailed a check shortly thereafter. For any questions, please call the Dean's office at 422-2775.

Note: Fill out after travel is completed.

I, _____, request reimbursement for travel expenditures made by me
(Your Name)
on behalf of Brigham Young University to _____.
(Destination and Conference Name)

<i>Date</i>	<i>Registration</i>	<i>Lodging</i>	<i>Meals</i>	<i>Transportation (Airfare & Other)</i>	<i>Other</i>	<i>Total</i>
Total						

All claims above are legitimate and correct according to BYU Travel Policy.

Student Signature: _____ Date: _____