GRADUATE TRAVEL ASSISTANCE **APPLICATION**

**Creative Writing MFA** (not presenting at conference)

*This form must be submitted at least one month before the proposed travel. Total travel funding available per MFA student is $1,500. Contact juli\_shelley@byu.edu, 4198 JFSB if you have questions.*

**BEFORE TRAVEL CHECKLIST**

* Fill out this form completely. Print legibly.
* Submit this application to Juli Shelley, 4198 JFSB.
* Confirm Direct Deposit is set up in My Financial Center.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BYU ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

U.S. Citizen? [ ] **Y** [ ] **N** Faculty Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of conference, conference sponsor, location, and dates.
2. Outline of specific ways you anticipate participating in and professionally benefitting from the conference.
3. Have you attended other conferences this year? Please list and include how much funding you received.
4. Will you be driving to or from your conference? **[ ] Y [ ] N**
   * If yes, will you be driving your personal vehicle? **[ ] Y [ ] N**
5. Is your BYU Direct Deposit account up to date? **[ ] Y [ ] N**
6. Estimated Expenses. *Note: You will not be reimbursed for any travel expenses unless they are approved before you travel. All funds are disbursed on a reimbursement basis—no travel advances. Save all itemized receipts.*

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| --- | --- | --- | --- | --- |
| *Transportation*  *(Airfare & Other)* | *Lodging* | *Meals* | *Registration* | ***Total*** |
|  |  |  |  |  |

*For* ***Department*** *Use Only:*

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

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*Graduate Advisor (print) (signature) Date*

Previous department funding received: 11291093 $\_\_\_\_\_\_\_\_\_\_\_

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

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*English Dept Graduate Manager Date*

GRADUATE TRAVEL ASSISTANCE **REIMBURSEMENT**

**Creative Writing MFA** (not presenting at conference)

**AFTER TRAVEL CHECKLIST**

* After attending the conference, bring all itemized receipts to the English Department, 4198 JFSB.
* Fill out this “Travel Reimbursement Request” after travel is completed.
* Your reimbursement will then be processed and paid as a Scholarship and direct deposit to your bank account (about 3-4 days). Any fees owing in *My Financial Center* will be deducted first.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, request reimbursement for travel expenditures made by me

*(name)*

on behalf of Brigham Young University to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*(destination and conference name)*

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| --- | --- | --- | --- | --- | --- | --- |
| ***Date*** | ***Registration*** | ***Lodging*** | ***Meals*** | ***Transportation***  *(Airfare & Other)* | ***Other*** | ***Total*** |
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| **Total** |  |  |  |  |  |  |

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Student Signature Date BYU ID Number (xx-xxx-xxxx)*

|  |
| --- |
| *For* ***Department*** *Use Only:*  □ Expense Report EX\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or □ Scholarship  Acct: 11291093 or Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Total: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |