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 (Dept: $800 | College: ≤$400 matching funds/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 the following:
  ○ Copy of your acceptance letter as proof of acceptance to the conference
  ○ Abstract of your paper
☐ Submit this application, acceptance letter, and abstract to Heather Hammond, 4198 JFSB.
☐ Wait for an acceptance email from the Dean’s Office and further instructions.

Name ___________________________________________ BYU ID ____________________________
Mailing Address___________________________________________________________________
Email _______________________________________________ Phone ______________________
Faculty Mentor _________________________________

U.S. Citizen? [ ] Y [ ] N Have you previously received graduate travel funding? [ ] Y [ ] N

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 and include how much funding you received.

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 receipts.

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<th>Transportation (Airfare &amp; Other)</th>
<th>Lodging</th>
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GRADUATE TRAVEL ASSISTANCE REIMBURSEMENT
BYU ENGLISH DEPARTMENT- MA

AFTER TRAVEL CHECKLIST

☐ After receiving approval email and attending the conference, take all receipts to the Dean's Office, 4002 JFSB.
☐ At the Dean’s Office, 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 801-422-2775.

Fill out after travel is completed.

I, ____________________________, request reimbursement for travel expenditures made by me on behalf of Brigham Young University to ______________________________.

(Destination and Conference Name)

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Total

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

Student Signature: ____________________ Date: ________________ BYU ID# ___________________