

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.*

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

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 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)

Date	Registration	Lodging	Meals	Transportation	Other	Total
Total						

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

Student Signature: _____ **Date:** _____ **BYU ID#** _____