

GRADUATE TRAVEL ASSISTANCE APPLICATION

BYU ENGLISH DEPARTMENT- MFA

This form must be submitted at least 1 month before the proposed travel. Total travel funding available per MFA student is up to \$1,200. 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:
 - Name of conference, conference sponsor, location and dates.
 - Formal proposal outlining specific ways you anticipate participating in and benefitting professionally from the conference.
- Obtain approval signature of your graduate advisor.
- Submit application and attachment to Heather Hammond in the English Department Office, 4198 JFSB.

*Please note: You will not be reimbursed for any of your travel expenses unless you have the approval **before** you travel. All funds are disbursed on a reimbursement basis (no travel advances). Save all receipts.*

Name _____ BYU ID _____

Mailing Address _____

Email _____ Phone _____

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> | Total |
|---|----------------|--------------|---------------------|--------------|
| | | | | |

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 (≤\$1200) \$_____

 English Dept Business Manager Date

GRADUATE TRAVEL ASSISTANCE REIMBURSEMENT BYU ENGLISH DEPARTMENT- MFA

AFTER TRAVEL CHECKLIST

- Fill out reimbursement below.
- Bring this form and all receipts and meet with Heather Hammond in the English Department Office, 4198 JSFB. Receipts must be itemized to receive reimbursement.
- Your reimbursement should be processed within 3-5 days.

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> |
|---------------------|---------------------|----------------|--------------|---|--------------|---------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| <i>Total</i> | | | | | | |

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

Student Signature: _____ **Date:** _____

For Department Use Only:

Expense Report EX _____ or Scholarship

Acct: 11291093 or Other _____

Total: \$ _____

Date: _____