

APPLICATION FOR ENGLISH DEPARTMENT TRAVEL FUNDS

NAME:

CONFERENCE OR PROGRAM (as applicable):

TITLE OF PAPER, PRESENTATION, OR MODE OF PARTICIPATION:

ARCHIVE, REPOSITORY, OR COLLECTION (as applicable):

DATES:

PLACE:

I have received English Department Travel Funds within the last calendar year: ___ yes ___ no

If traveling to a conference or program, have you already been accepted? ___ yes ___ no

Have you received other funding for this travel? ___ yes ___ no

If yes, please specify source and amount:

APPLICATION STATEMENT

In a brief, one-page letter to the Director of Graduate Studies, please describe the following:

1. Your year in either the MA or PhD program.
2. The progress you have made toward your degree and how this travel will have an impact on your work. If you are working on the thesis or dissertation, please describe the relation of the proposed travel to your project. If you are not yet at work on the thesis or dissertation, please specify the importance of the proposed travel to the direction of your work or to your professional development.
3. If traveling to a conference or program that has a prominent place in your field, please indicate that point.

***Please note: if you are awarded travel funds, but are then unable to travel as planned, please let the Director of Graduate Studies know as soon as possible, so that funds can be made available for others.

Signature _____
(applicant)

Date _____

GUIDELINES FOR TRAVEL REIMBURSEMENT

IN ORDER TO BE REIMBURSED, ALL DOCTORAL STUDENTS MUST SET UP A CONCUR ACCOUNT BEFORE SUBMITTING ANY RECEIPTS AND PAPERWORK. MASTER'S STUDENTS ARE REQUIRED ONLY TO SUBMIT RECEIPTS AND PAPERWORK.

ONLY ORIGINAL RECEIPTS CAN BE REIMBURSED AND MUST BE IN YOUR NAME. COPIES OF RECEIPTS WILL NOT BE REIMBURSED.

WE WILL NEED ORIGINAL RECEIPTS FOR ACCOMMODATION AND AIRFARE, EVEN IF YOU ARE NOT BEING REIMBURSED FOR THESE THINGS FROM DEPARTMENT FUNDS.

COPIES OF CREDIT CARD STATEMENTS OR CANCELLED CHECKS MUST BE SUBMITTED AS PROOF OF PAYMENT.

The following must be submitted to the department accountant for reimbursement:

1. Completed Graduate Travel Application Form
2. Original conference or program schedule.
3. Original airline itinerary and boarding passes. If the former does not show form of payment, we will need a credit card statement showing payment.
4. If driving one's own car to a conference instead of flying, the mileage rate for 2019 is .58 per mile: yet mileage cannot exceed what the total cost would have been if flying.
5. Original bill for accommodation. This must show how many nights were stayed and how payment was made. If it does not show form of payment, we will need a credit card statement showing payment.
6. Original registration receipt, where applicable. Memberships fees are not reimbursable.
7. Original receipts for meals – breakfast and dinner only. Lunch is not reimbursable.
8. If receiving funding from another source (e.g., GSA), you must submit a letter from that source indicating how much funding you will receive.
9. Submit all receipts as soon as possible, once your travel is completed.

If you have any further questions about the reimbursement process, please contact the Main English Department Office.