

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 _____

TRAVEL AWARDEES MUST COMPLETE THE PRE-APPROVAL FORM IN CONCUR PRIOR TO TRAVEL IN ORDER TO RECEIVE REIMBURSEMENT. FAILURE TO DO THIS WILL RESULT IN THE BUSINESS OFFICES REJECTING THE REIMBURSEMENT REQUEST.

GUIDELINES FOR TRAVEL REIMBURSEMENT

In order to be reimbursed, ALL DOCTORAL STUDENTS MUST SET UP A CONCUR ACCOUNT BEFORE SUBMITTING ANY RECEIPTS. MASTER'S STUDENTS WHO ARE NOT EMPLOYED ON CAMPUS DO NOT USE CONCUR AND ARE REQUIRED ONLY TO SUBMIT RECEIPTS.

ONLY ORIGINAL RECEIPTS CAN BE REIMBURSED AND MUST BE IN YOUR NAME.

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

FOR ANYTHING PAID ONLINE, OR IF A RECEIPT IS UNCLEAR, A CREDIT CARD STATEMENT OR CANCELLED CHECK MAY ALSO BE REQUIRED AS PROOF OF PAYMENT.

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

1. PhD students: Concur travel pre-approval must be complete prior to any travel taking place, and must be visible in your record before we can assist you.

MA students who do not use Concur: paper pre-approval form must be on file with us prior to any travel taking place.
2. Completed Graduate Travel Application Form
3. Official conference program or schedule
4. Airline itinerary and boarding passes (when possible). If the itinerary does not show form of payment, we will need a credit card statement backing up the charge.
5. If driving one's own car to a conference instead of flying, a mileage allowance may be requested. This rate per mile varies each year – please ask if you would like the current rate info. Any mileage allowance provided may not exceed what the total cost would have been if flying.
6. Itemized bill for any accommodations. This must show how many nights were stayed, the rate per night and how payment was made. If the bill does not show form of payment, we will need a credit card statement backing up the charge.
7. When funding allows, your paid registration receipt. Memberships fees are 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 for the same trip.
9. Submit all receipts as soon as possible upon your return. Anything 120 days or older will be rejected by the central business offices.

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