**GRADUATE STUDENT TRAVEL REQUEST FOR (check one)**

      DEPARTMENT FUNDS *or*       DISSERTATION TRAVEL FUNDS

**DEPARTMENT FUNDS:** Travel funds from the department are available to every graduate student. Graduate students (including students not in residence) have a lifetime limit of $1,500 which they may use for preapproved travel. (Exchange students have a $250 lifetime limit.) Generally, for each trip, hotel and flight costs, as well as conference registration, are the items submitted for reimbursement (similar to the policy for the faculty).

* Conference travel is only reimbursable if you give a paper at the conference in question.
* You need to request travel funds by the end of the first week of a given semester in order to receive support during the semester in question. Please make sure to file the proper form with the department for the Chair’s preapproval. We will not consider requests without proper preapproval.

**DISSERTATION TRAVEL FUNDS:** Dissertation travel funds are provided on your behalf by the Graduate School. The department handles the paperwork *and* the reimbursement, however, so you do not need to apply to the Graduate School; rather, please submit this form to the chair.

Name/Current Address

When travel occurs, what year in the program will you be? (*2nd, 3rd, 4th, final?*) Please indicate if you are an EXCHANGE STUDENT.

Please indicate if you have applied for and/or received travel grant funds in the past; if so, please list amounts and years.

Travel Start Date Travel End Date Destination

**PAYMENT EXPLANATION:**

[ ]  Present paper

[ ]  Conference name

[ ]  Attend MLA Conference

[ ]  Other

**DETAILS OF REIMBURSEMENT**

Total amount requested (*Please list individual items and cost, e.g. flight: $250, hotel: $110, and entire cost*)

**SPECIAL CIRCUMSTANCES:**

Additional information, or special circumstances we need to consider.

**ATTACHMENTS:** If you’ve purchased airfare, please attach the email confirmation with the itinerary and total cost. If you are asking for reimbursement for a hotel reservation, please attach the email confirmation from the hotel, showing the total price and dates of stay.

**RESTRICTIONS & RECEIPTS:**

1. You will not be reimbursed for alcoholic beverages.
2. Generally, you will not be reimbursed for meals.
3. If your receipts are in a foreign language, you must translate them (for department staff, but also for the benefit of Accounts Payable).

**AFTER THE TRIP:** You must fill out a travel expense statement form within 30 days of your trip. You can find this form on the department website’s forms page, under “department members,” or ask the department staff. If this form is not turned in and finalized within 60 days after your return, the amount of any advance funding will be considered income by the Tax Office, and will be included as taxable income on your W-2.

**DON’T FORGET TO SIGN THE FORM!**

**Traveler’s signature & date** **Chair’s signature & date**

 Matt Erlin, Chair