

Graduate Request for Travel to Conferences July 1, 2017 through June 30, 2018

Name:

Name of conference and destination:

Purpose of trip (title of paper or panel):

Meeting Location:

National

International

Dates of Travel:

Departure Date:

Return Date:

Please note if other funds will be used to supplement the cost of your travel.

Department of World Languages & Cultures

2017-18 TRAVEL REQUESTS

- Travel money can be used for any travel-related expenses (airfare, mileage if you drive, hotel, per diem).
- The total travel budget will be divided among the graduate students requesting travel support. Therefore, we cannot tell you at this time how much each request will receive.
- If you have not received a Graduate Student Travel Assistance Award (GSTAA) previously, we encourage you to apply. Please see the [GSTAA website](#) for more information.

PROCEDURES FOR SUBMITTING YOUR REQUEST

Please submit your travel request form (see back of sheet) to Mackenzie Buie **no later than Friday, September 15, 2017**. List conferences you plan on attending, even if you haven't been accepted yet. Include a copy of your acceptance as soon as you have confirmation. If you have already presented a paper at a conference since July 1, 2017, you can ask for reimbursement up to the amount you are allotted. You will be notified if the department has accepted your request. The travel guidelines are listed below:

- 1) Travel money is allocated to present papers at professional conferences.
- 2) When you fill out the travel request form, please give detailed information – the complete name of the conference, complete title of your presentation, etc. Proper evidence of acceptance of paper (official letter or e-mail of acceptance of paper, etc.) must be submitted as soon as possible.
- 3) The department will pay the \$12 domestic or the \$20 international processing fee for department travel airfare.
- 4) Please note that the travel reimbursement process is now taking significantly longer due to a new process that has been put into place. If you need to accelerate your reimbursement, you have the option of using \$12 from your travel funds to get it processed in a 24-36 hour period once all signatures have been obtained.
- 5) All travel plans must be approved and scheduled through the department. We will not be able to reimburse unapproved trips.
- 6) A copy of the conference program must be attached to the travel reimbursement request.