STUDENT ARCHIVE TRAVEL
DEPARTMENT OF ENGLISH

Receipts must be submitted within 21 days after the completion of travel

The department will fund graduate students to travel to archives critical for dissertation research. To apply, submit a letter to the Graduate Chair specifying which archives you plan to consult and how they will further your research. The dissertation director should also write a brief letter of support. Upon return, submit an account of the materials you found and how you plan to use them. The department will reimburse up to $400 for travel, photocopying, and hotel costs. To obtain reimbursement, please submit this form together with original receipts (form of payment or zero balance due must clearly be indicated). Tape, do not staple receipts, on a separate 8-1/2 x 11" sheet of paper. Return to Lee Parsons in 319 Wheeler Hall.

Print name:_________________________________________   Date:________________________

Student ID#__________________________  email:__________________________________________

You must attach the airline receipt that shows itinerary and payment information.

Travel dates: from_________to_________ Destination: ____________________________________

(For international conferences only) Time you left home ________________
   Time you returned home ________________

Conference attended:_________________________________________________________________

Title of paper (please attach program):_________________________________________________

SUBMIT RECEIPTS USED FOR REIMBURSEMENT:

   Travel (non-local)   $______________
   Lodging            $______________
   Registration Fees  $______________

   Total              $______________  (not to exceed $400)

I certify that the above is a true statement, that the expenses were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense of $75 or more, as required by University policy.

Signature ____________________________ Date ______________

Signature of the Graduate Chair __________________________ Date ______________

K:\Department\Forms\GRD-TRV.doc  Last edited 8/23/11