Student Conference Travel
Department of English

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

Graduate students may request partial reimbursement for travel and lodging expenses and registration fees when incurred for the purpose of presenting a paper at a conference (except MLA if requesting reimbursement for interviewing). Students are reimbursed up to $400 once per academic year (no matter when the trip was taken), and must submit receipts after the trip is completed. To obtain reimbursement, please submit this form together with the letter of invitation or program list and 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:

<table>
<thead>
<tr>
<th></th>
<th>$___________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel (non-local)</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
</tr>
<tr>
<td>Registration Fees</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$___________</td>
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</tbody>
</table>

(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 (expenses true and correct)_________________________________________________________________ Date________________

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