



**Department of English
Morey 426, RC Box 270451**

To: Graduate Students

From: Sherri Gunter, Administrator

Date: 2014 – 15 Academic Year

Subject: **Travel Reimbursement Application: to be completed prior to travel**

This year the Department of English expects to reimburse up to \$200 toward expenses incurred by any Ph.D. graduate student who has travelled for the purpose of furthering his/her professional and/or intellectual development: e.g., in order to give a talk at a conference, participate in a workshop, attend a language institute, or be interviewed for a job. The year referred to is the academic year July 1, 2014 through June 30, 2015.

To receive reimbursement, please provide the information requested below. Your application will first be reviewed by the DGS, who will need to sign the form. Once approved, provide Sherri Gunter with a copy of the signed application. Upon completion of travel, turn in original receipts (keep a copy for your records) to Sherri to process the reimbursement.

You must receive approval and submit the signed form no less than one week prior to your travel.

Name:

Student ID #:

Name and concise description of event to which you will be travelling:

Date:

Destination:

Sponsoring institution:

Nature of your participation (as a participant on a conference panel, as the chair of a roundtable, as an enrolled student in a summer institute, as a job-candidate at an interview, etc.):

Brief account of why your participation at this event benefits your larger academic and/or professional goals:



1. Within 30 days after the completion of your travel, please submit airline ticket receipt (the E-ticket or ORIGINAL passenger copy), hotel bill (itemized bill required - charge slip is insufficient), conference registration, and any other receipts as required. Since your total reimbursement will not exceed \$200 you do not need to provide all such receipts – just enough to cover \$200 of your expenses. Note that if you are requesting reimbursement for travel to a conference, you must also include the cover page from the conference program, as well as the page on which you are listed as a participant. If you are requesting mileage reimbursement only – i.e., for automobile travel but without receipts from an airline – then this is especially important. *Please remember that in order to be reimbursed you must submit necessary travel documentation to the department administrator within 30 days after completion of your travel for time processing.*
2. A Student Travel and Conference Form (F-34) will be completed and returned to you for your signature after which it will be forwarded to the Accounting Department.
3. Your reimbursement check will arrive within approximately 10 business days. At that time, the department's secretary will notify you that it is in the office for pick-up.

Signature _____
Director Graduate Studies

Date