

Department of English  
Morey 426, RC Box 270451

To: Graduate Students

From: Sherri Gunter, Administrator

**Subject: Travel Reimbursement Application – Complete prior to travel**

This year the Department of English expects to reimburse up to \$300 toward expenses incurred by any 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 through June.

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.

\*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.**

Within 30 days after the completion of your travel, please submit airline ticket receipt (the Eticket 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 \$300 you do not need to provide all such receipts – just enough to cover \$300 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.**

Please remember 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.

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.

Your reimbursement check will arrive approximately 3-4 weeks after signatures are obtained. At that time, you will be notified your check is in the office for pick-up.



**PhD Travel Reimbursement Application**

- 1.) Name: \_\_\_\_\_
- 2.) Student ID #: \_\_\_\_\_
- 3.) Dates of Travel: \_\_\_\_\_
- 4.) Destination Location: \_\_\_\_\_
- 5.) Sponsoring institution: \_\_\_\_\_
- 6.) Name and concise description of event to which you will be travelling:
  
- 7.) 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.):
  
- 8.) Brief account of why your participation at the event benefits your larger academic and/or professional goals:

Signature \_\_\_\_\_  
Director Graduate Studies Date