MA/DOCTORAL STUDENT TRAVEL GRANT APPLICATION & AUTHORIZATION
Doctoral Candidates’ Support for Attending the MLA and job-seeking expenses
Comparative Literature
Please submit 21 days prior to traveling to the conference, no exception!

NAME __________________________________________ PERM ______________________________
E-MAIL __________________________________________ DATE OF REQUEST ____________
REGISTERED __________________ ON LEAVE __________________________

The stipend for conferences in the USA, Canada and Mexico is $400.00. The stipend within California is $250.00. The conference must be an important one to the discipline, such as ACLA. Please check with your mentor or the Chair about the professional importance of the conference.

Important: The year you receive funding to attend the MLA for job searches, you will not be eligible for receiving a travel stipend.

The funding to attend the MLA and to help support expenses for job-seeking activities is $1,000. You need to document all expenses (travel, accommodation, Interfolio, etc.). If you also receive a grant from the Academic Senate (from the Graduate Division) and/or from the Graduate Center for Literary Research, you are not eligible either to ask for funding from CLIT.

Please provide the following information in support of your application:

- Name of Conference:__________________________________________________________
- Date of Conference:__________________________________________________________
- Conference Site:_____________________________________________________________

1. WAS THE PAPER ACCEPTED ON THE PROGRAM? _____________________________
2. WILL YOU PRESENT THE PAPER AT THE CONFERENCE? ______________________
3. HAVE YOU ADVANCED TO DOCTORAL CANDIDACY? ____________________________
   [THIS IS NOT A CONDITION OF AWARD FOR THE STIPEND]
4. If you answer yes to question 3, did you apply to the Academic Senate? ______________
5. WILL YOU RECEIVE FUNDING FROM THE GRADUATE CENTER FOR LITERARY RESEARCH? ______________

Please submit this document for signature prior to your travel, ALONG WITH:
   1) A copy of an abstract of the paper;
   2) A copy of the formal invitation to participate in the conference (or evidence of participation).

After your travel, submit this signed form to our Financial Analyst (Phelps 5206C) along with the form entitled: “DOMESTIC TRAVEL REIMBURSEMENT WORKSHEET”, and the two following documents:
   1) A formal invitation or notation in the final conference schedule needs to be submitted with receipts for payment;
   2) Your itinerary, plane reservation, and boarding passes.

Authorizing signature:________________________________________ (Chair, Acting Chair, Vice-Chair)
Date: ____________________________ Your stipend will be paid after your travel.

You will not be taxed on this amount, as it will be paid in reimbursement of your travel expenses. Additional expenses that are not reimbursed are tax-deductible if you itemize your tax return.