

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.